Microsoft Excel 2016: Beginners and Intermediate Training

365 Careers

365 Careers

Introduction to Excel's Basic Features

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Column and Row references

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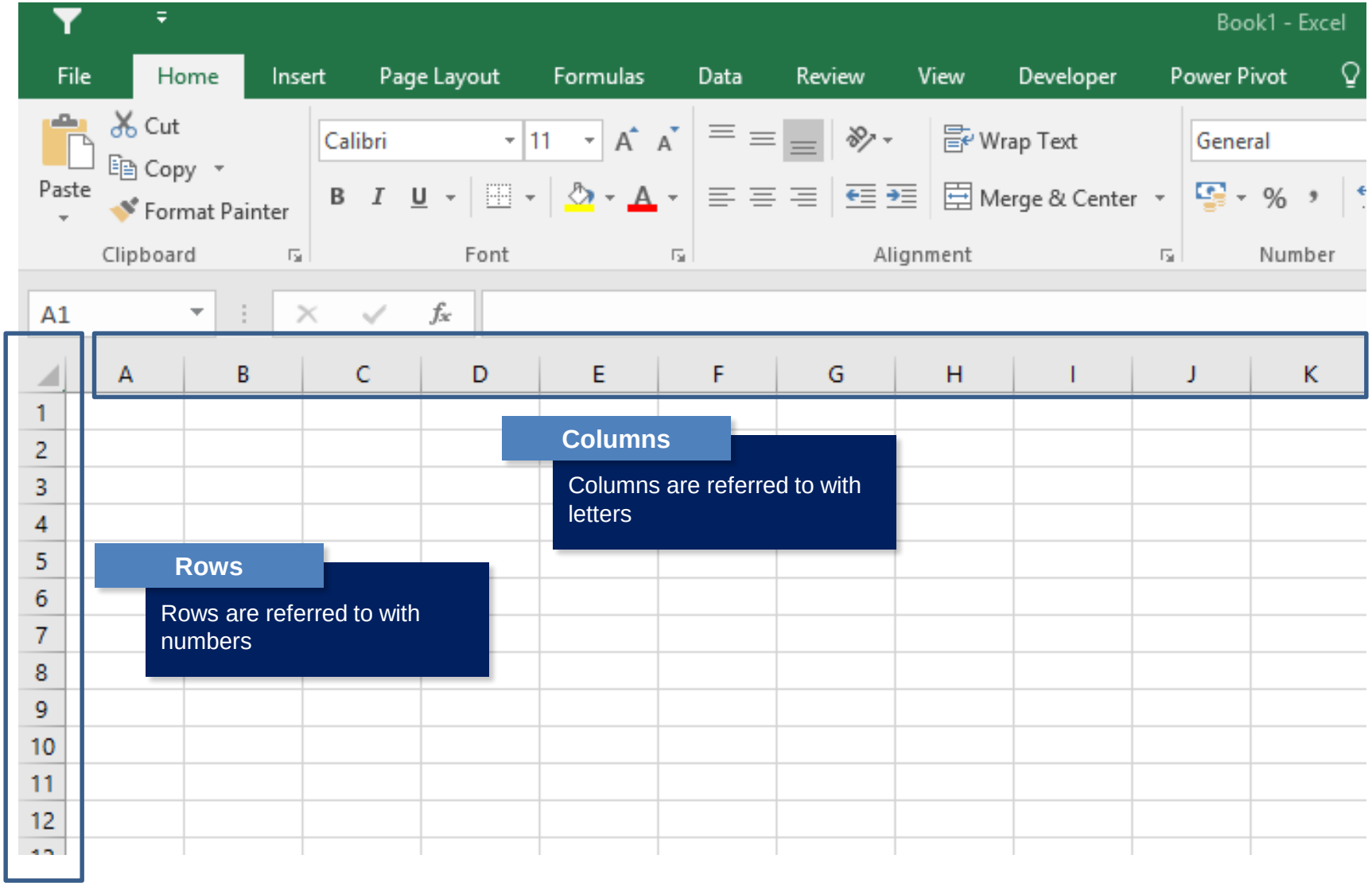

Column and Row references

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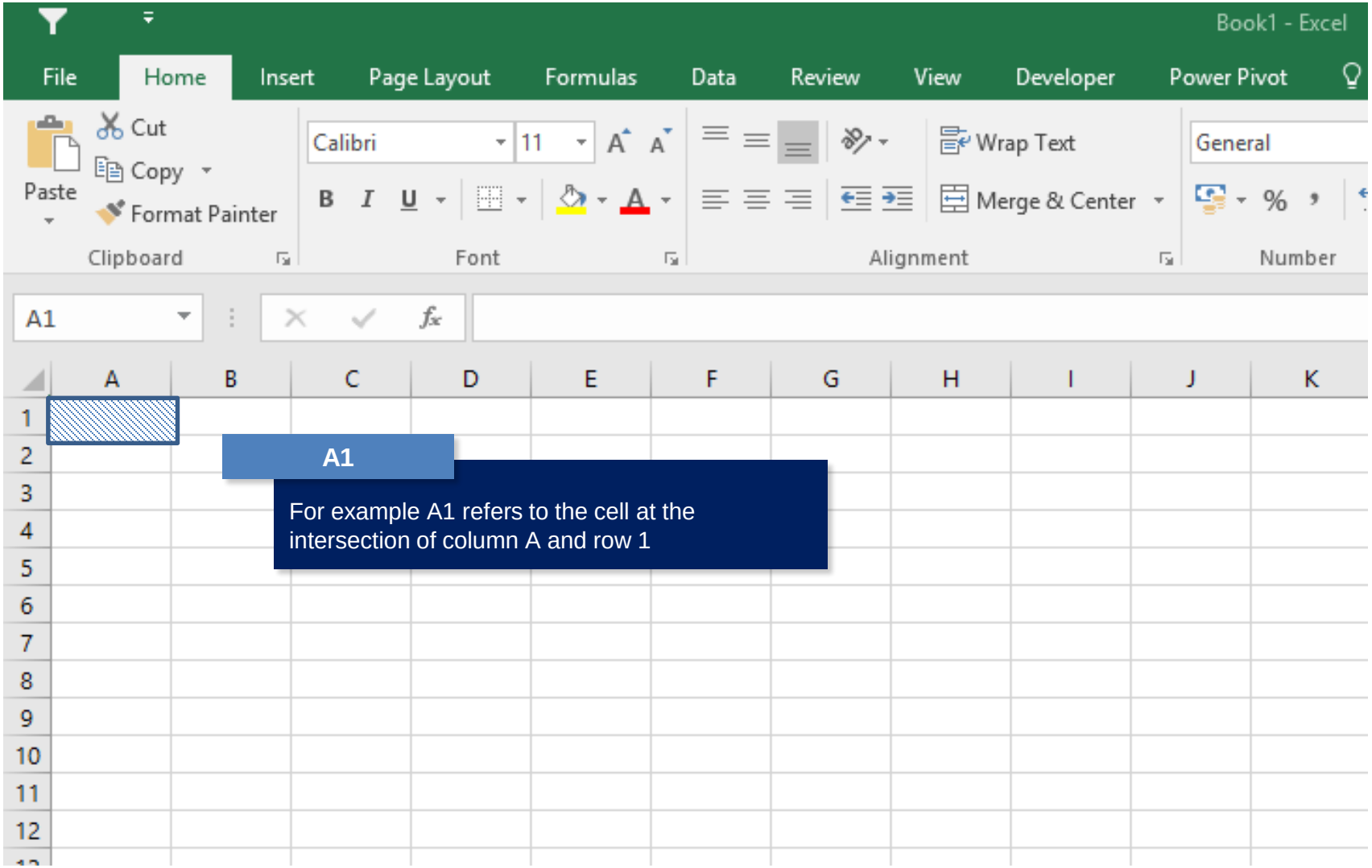

Name box

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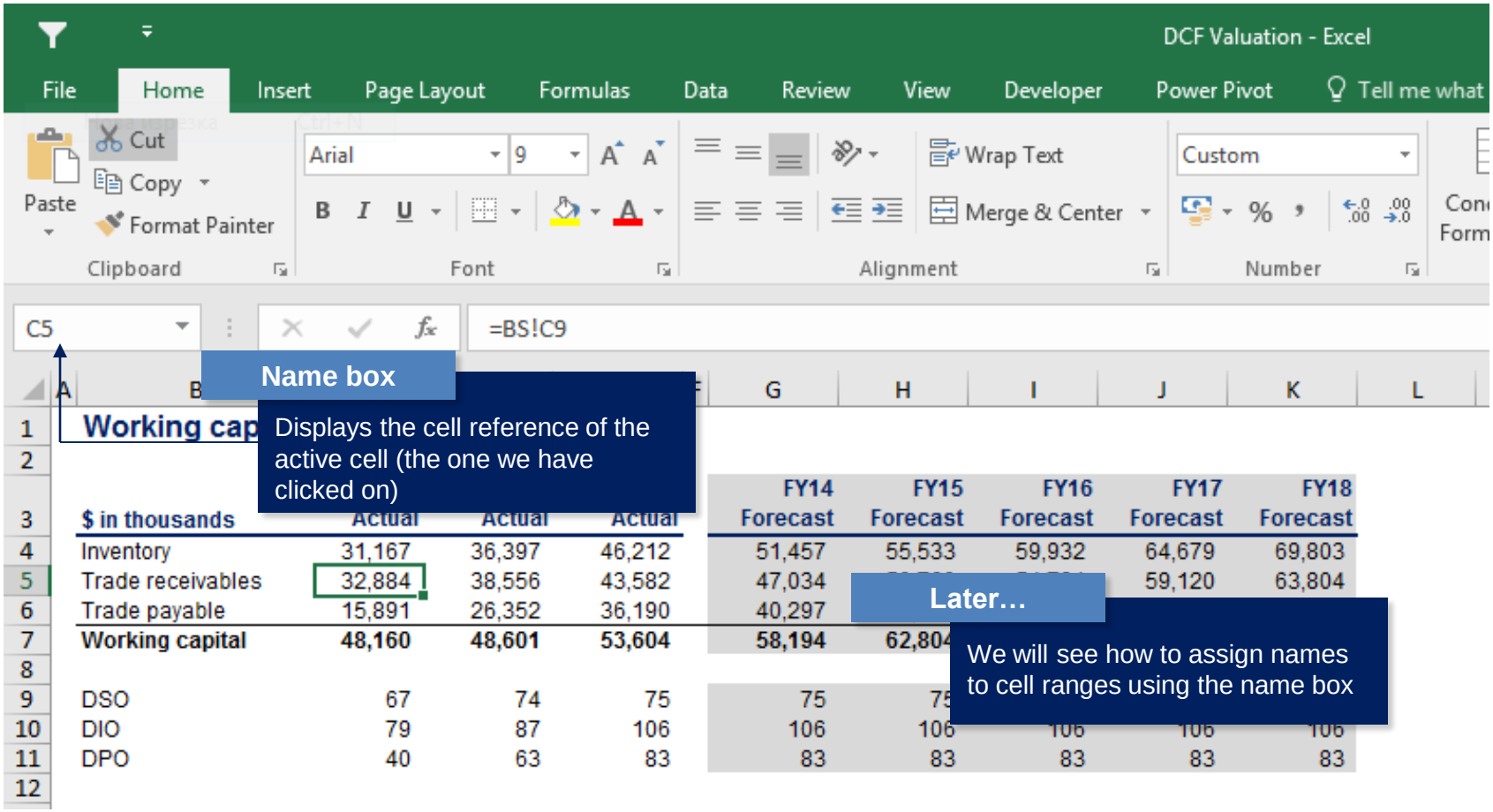

Formula bar

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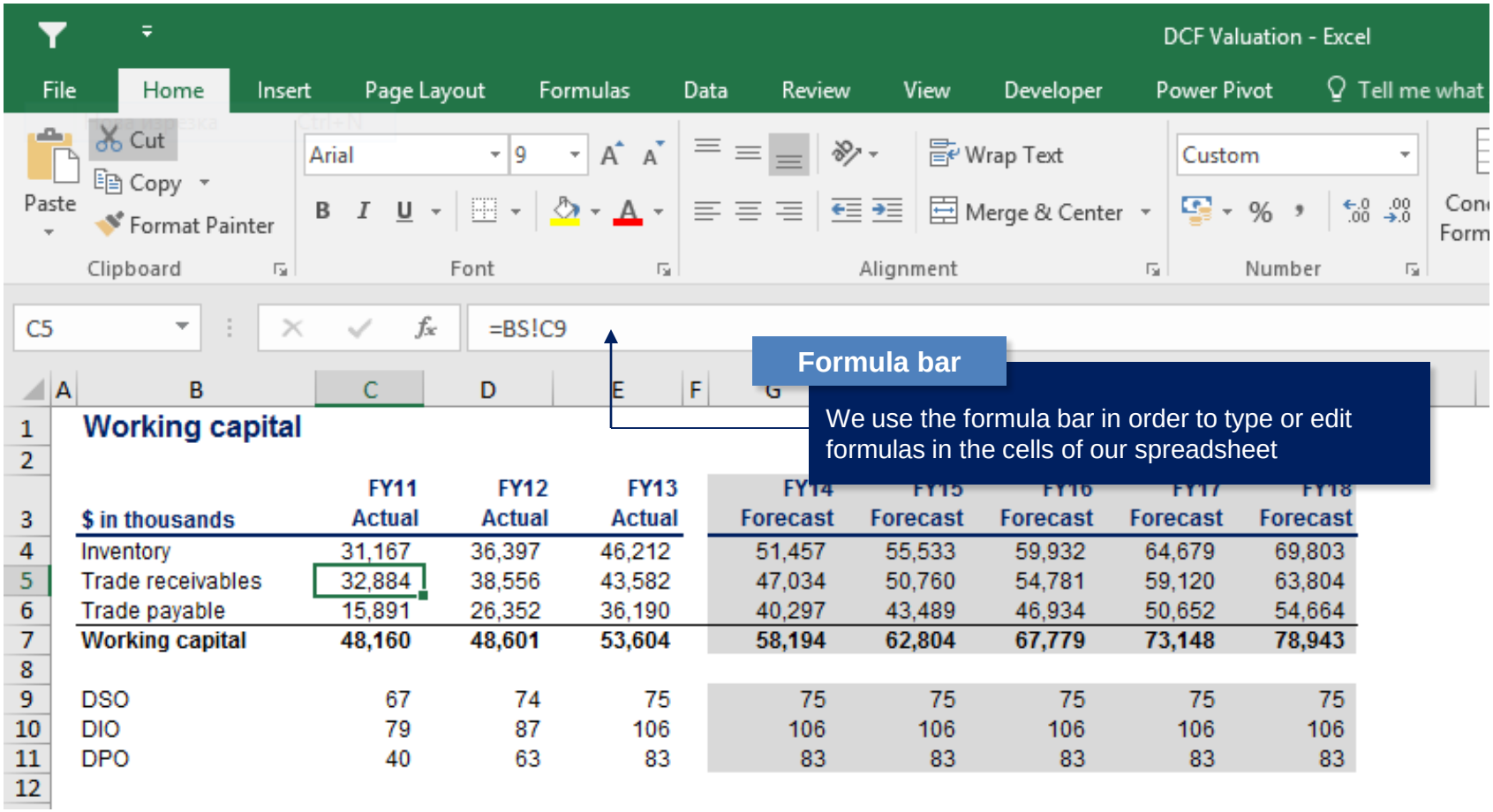

$ in thousands	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Forecast	FY15 Forecast	FY16 Forecast	FY17 Forecast	FY18 Forecast
Inventory	31,167	36,397	46,212	51,457	55,533	59,932	64,679	69,803
Trade receivables	32,884	38,556	43,582	47,034	50,760	54,781	59,120	63,804
Trade payable	15,891	26,352	36,190	40,297	43,489	46,934	50,652	54,664
Working capital	**48,160**	**48,601**	**53,604**	**58,194**	**62,804**	**67,779**	**73,148**	**78,943**
DSO	67	74	75	75	75	75	75	75
DIO	79	87	106	106	106	106	106	106
DPO	40	63	83	83	83	83	83	83

Formula bar

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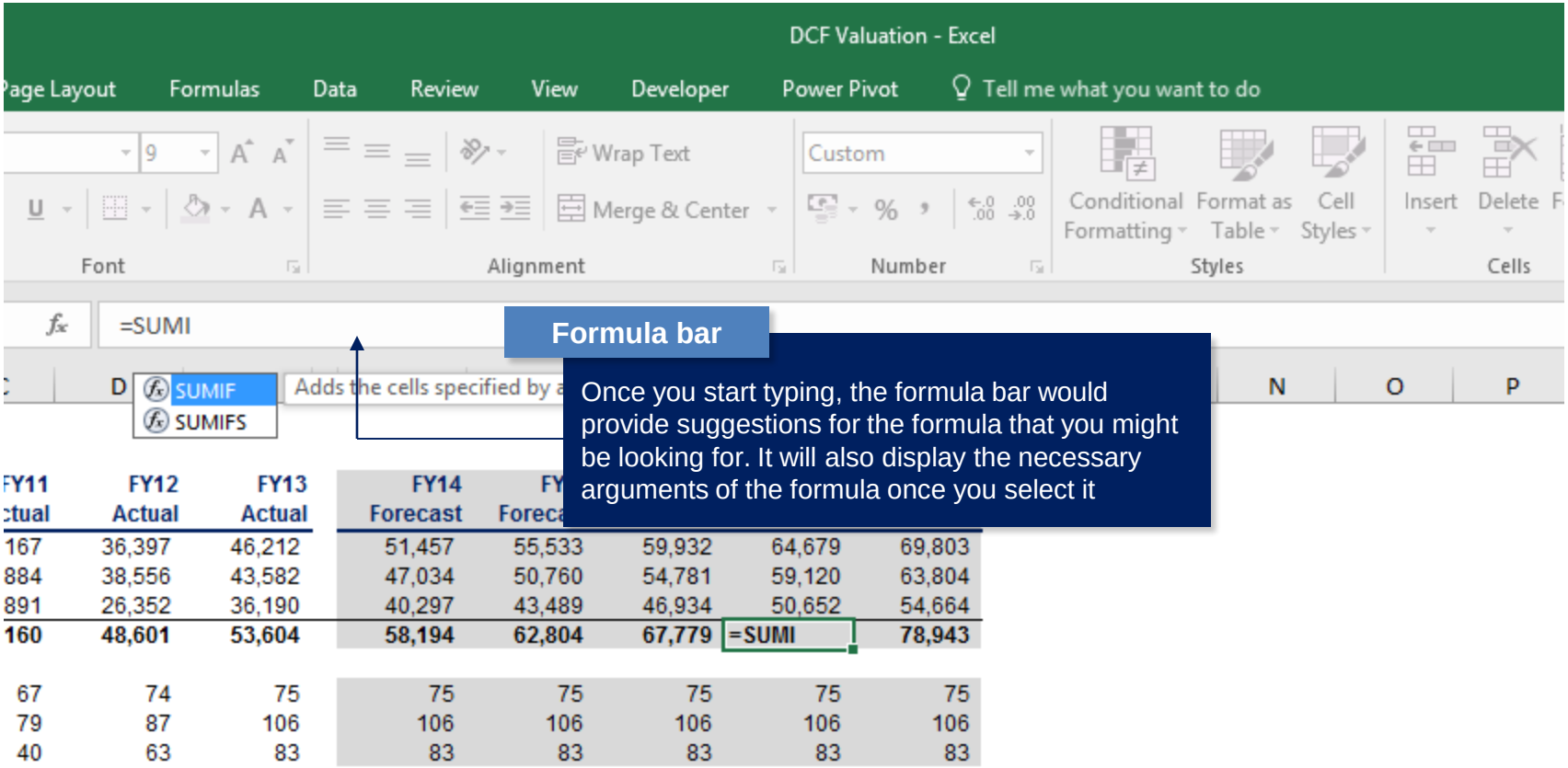

Formula bar

Once you start typing, the formula bar would provide suggestions for the formula that you might be looking for. It will also display the necessary arguments of the formula once you select it

Expanding the formula bar

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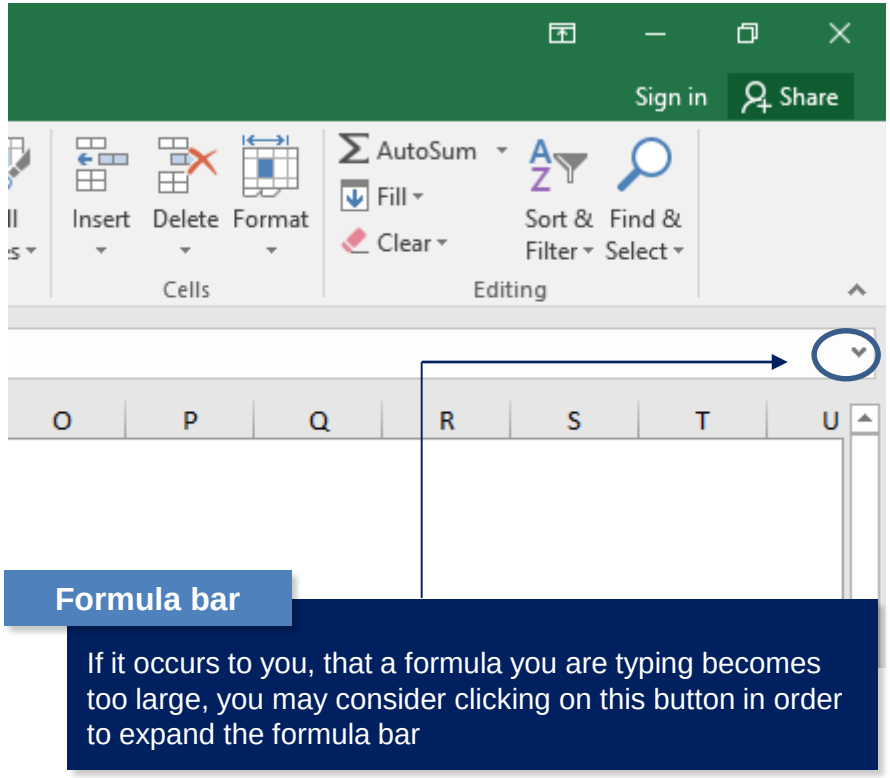
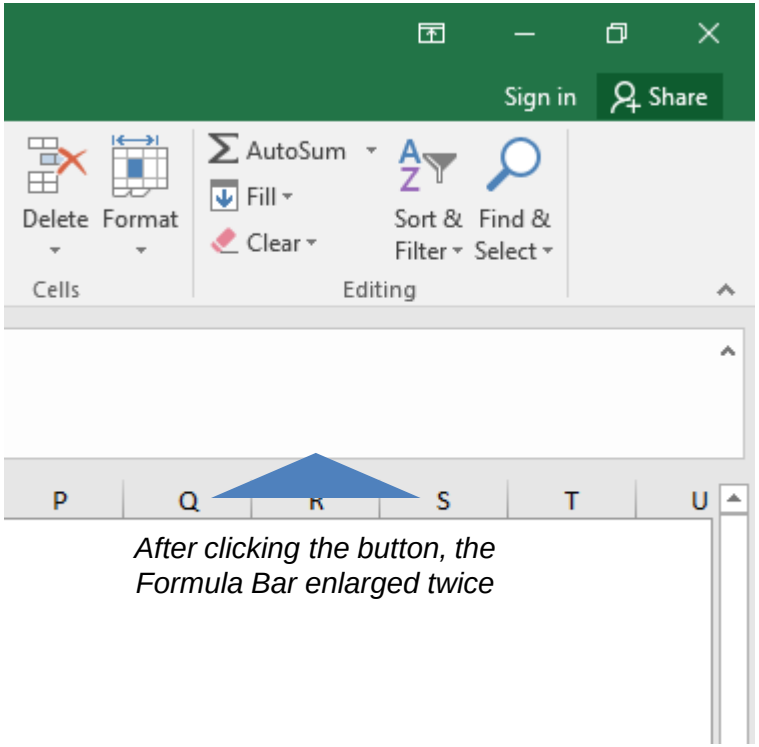


Formula bar

If it occurs to you, that a formula you are typing becomes too large, you may consider clicking on this button in order to expand the formula bar



After clicking the button, the Formula Bar enlarged twice

Working with spreadsheets

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$ in thousands	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast
Inventory	31,167	36,397	46,212	51,457	55,533	59,932	64,679	69,803
Trade receivables	32,884	38,556	43,582	47,034	50,760	54,781	59,120	63,804
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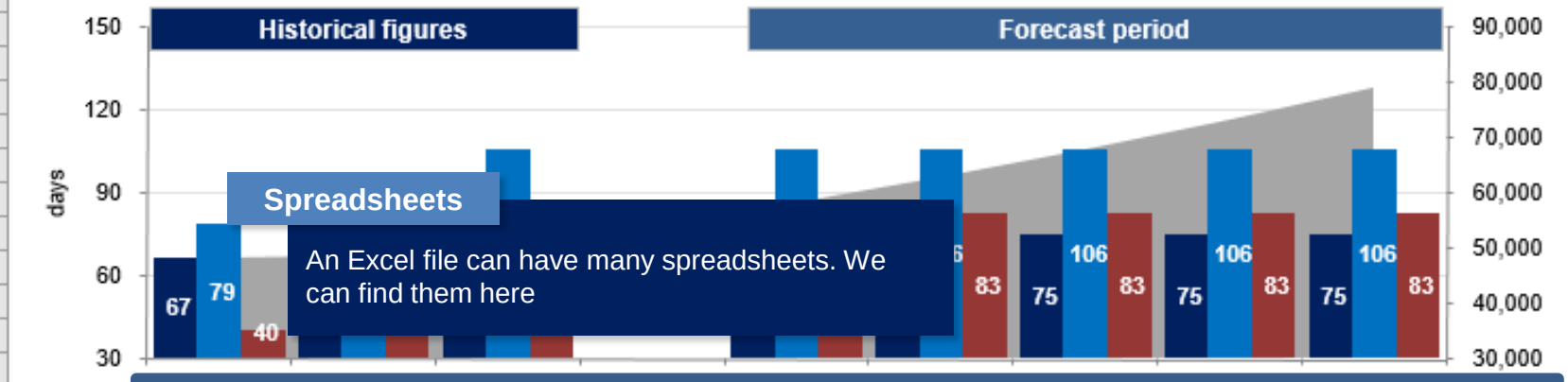
Working capital	**48,160**	**48,601**	**53,604**	**58,194**	**62,804**	**67,779**	**73,148**	**78,943**
DSO	67	74	75	75	75	75	75	75
DIO	79	87	106	106	106	106	106	106
DPO	40	63	83	83	83	83	83	83

FY11-FY18: Working capital development



Spreadsheets

An Excel file can have many spreadsheets. We can find them here

3.Charts --> | Revenues&Ebitda | Cash flows | Ebitda bridge | **Working capital** | DCF results

Ready

Working with spreadsheets

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$ in thousands	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Forecast	FY15 Forecast	FY16 Forecast	FY17 Forecast	FY18 Forecast
Inventory	31,167	36,397	46,212	51,457	55,533	59,932	64,679	69,803
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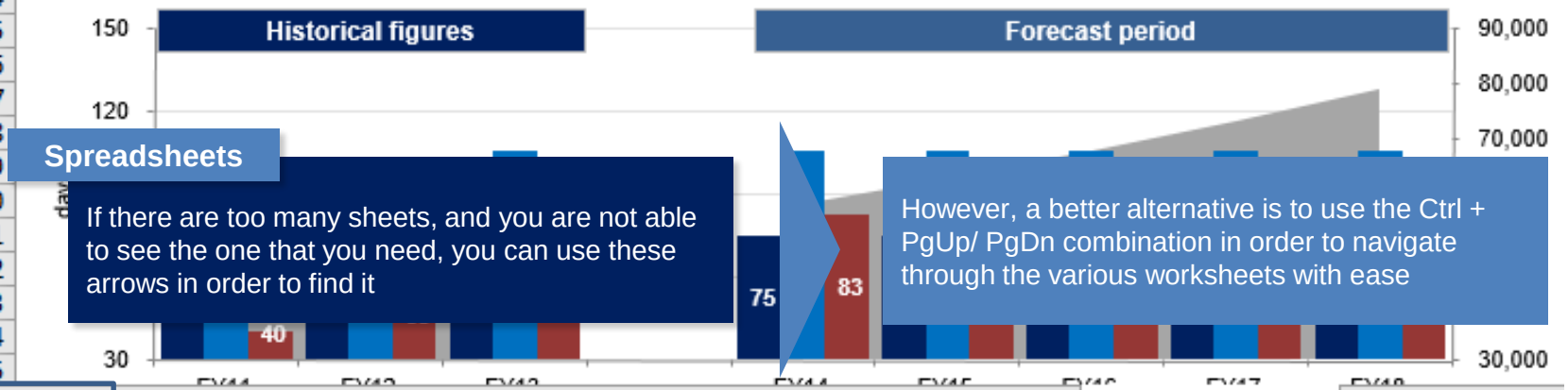
DSO	67	74	75	75	75	75	75	75
DIO	79	87	106	106	106	106	106	106
DPO	40	63	83	83	83	83	83	83

FY11-FY18: Working capital development



Spreadsheets

If there are too many sheets, and you are not able to see the one that you need, you can use these arrows in order to find it

However, a better alternative is to use the Ctrl + PgUp/ PgDn combination in order to navigate through the various worksheets with ease

... | 3.Charts --> | Revenues&Ebitda | Cash flows | Ebitda bridge | Working capital | DCF results

Ready

Working with spreadsheets

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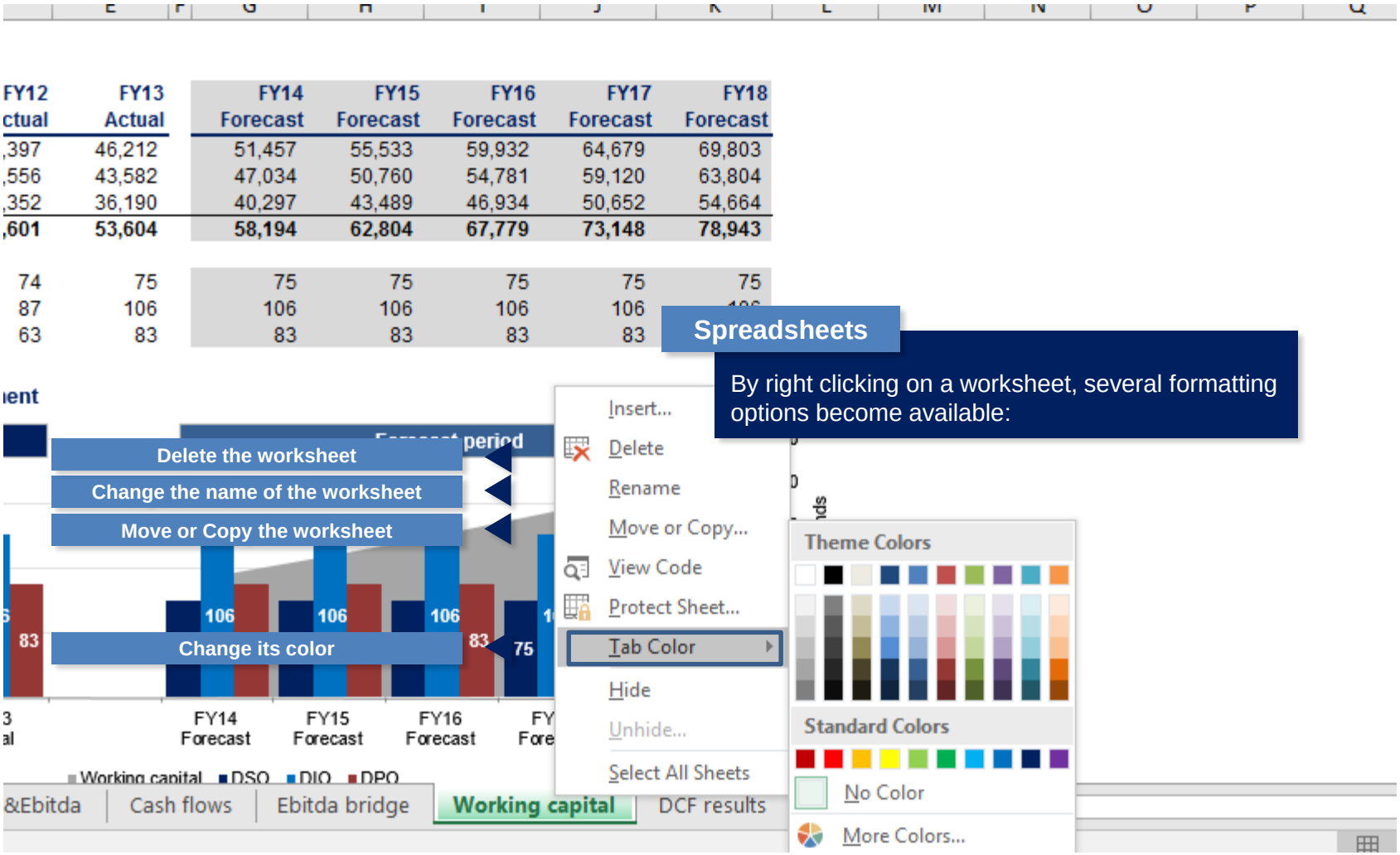

Spreadsheets

By right clicking on a worksheet, several formatting options become available:

- Delete the worksheet
- Change the name of the worksheet
- Move or Copy the worksheet
- Change its color

Adjusting the size of a column/row manually

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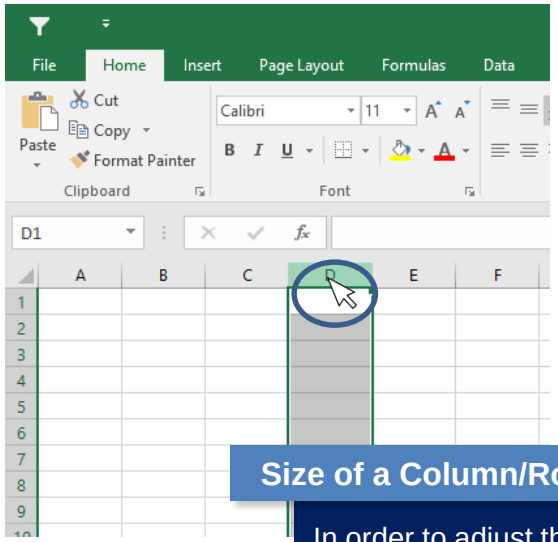
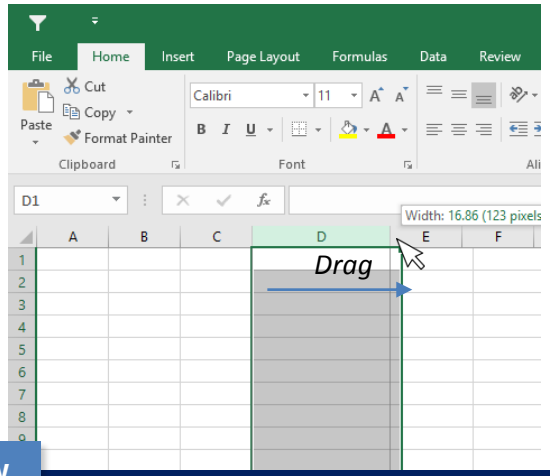
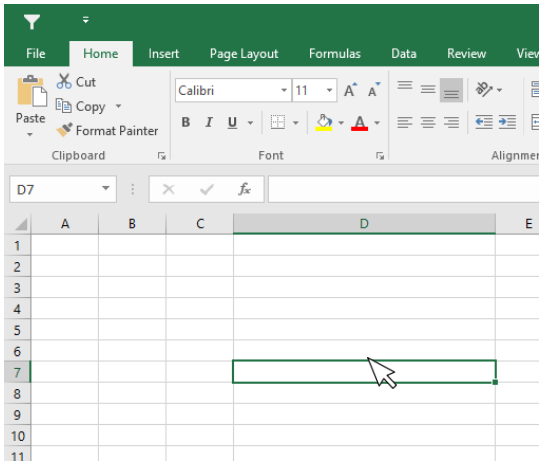
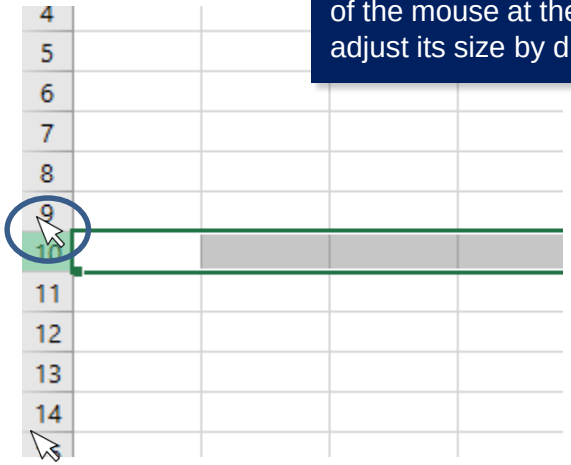


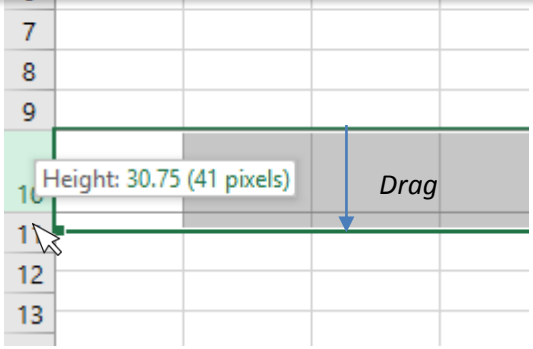


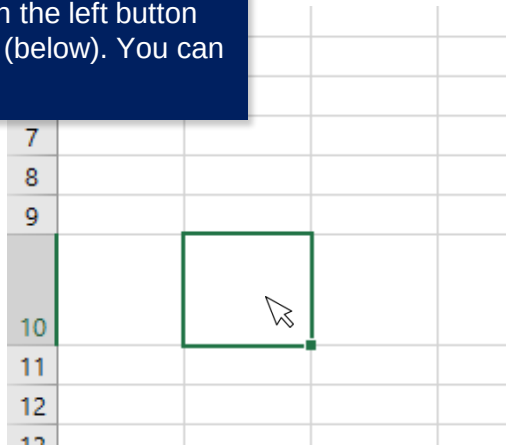


Size of a Column/Row

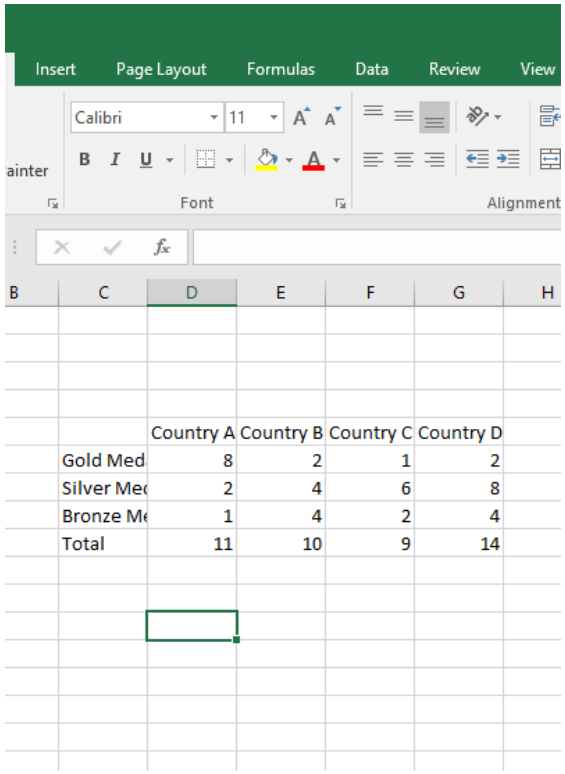
In order to adjust the size of a column (or a row) manually, click with the left button of the mouse at the beginning of the column (row) as shown above (below). You can adjust its size by dragging the it



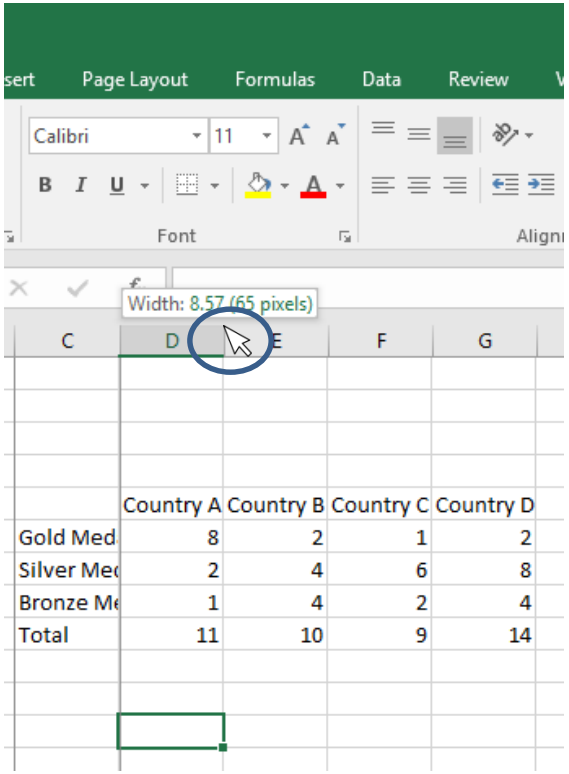




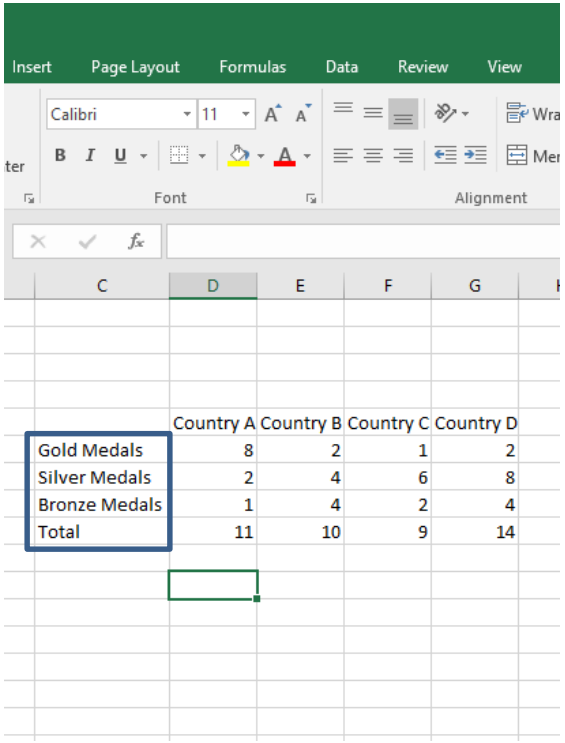
Adjusting the size of a column automatically



If the content of some of the cells within a column does not fit its size (as shown above), you can do the following:



Double-click with the left mouse button and adjust the column's size



The column would automatically fit the cells' size

Selecting a row/column with the keyboard

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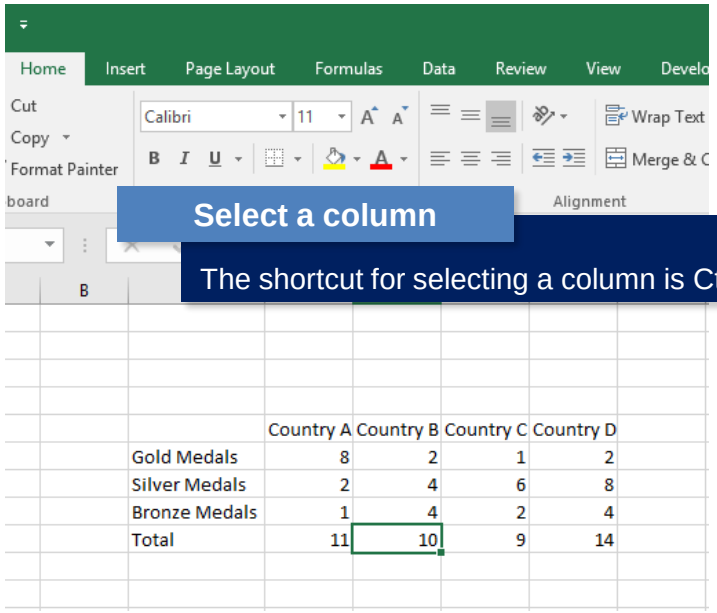
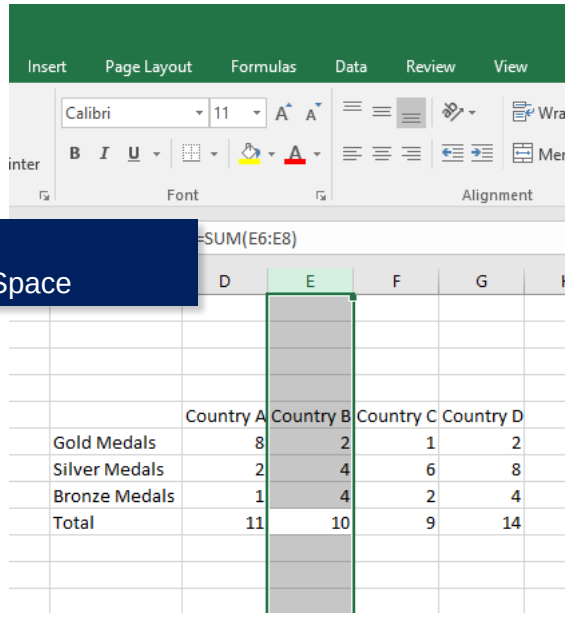


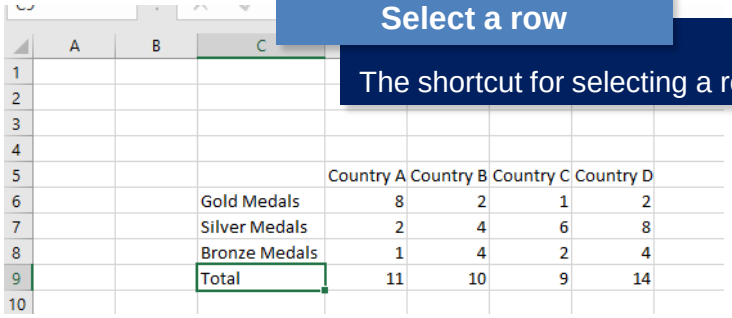
Select a column

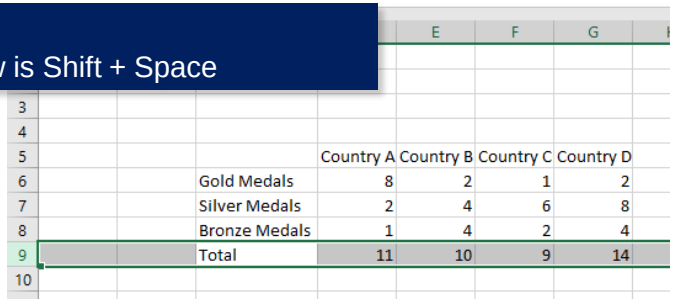
The shortcut for selecting a column is Ctrl + Space



Select a row

The shortcut for selecting a row is Shift + Space





Inserting a row/column

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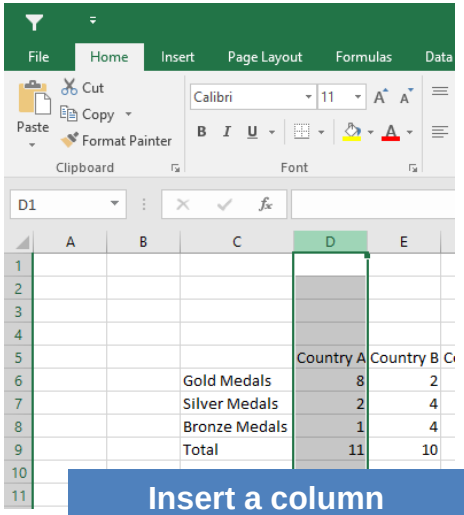
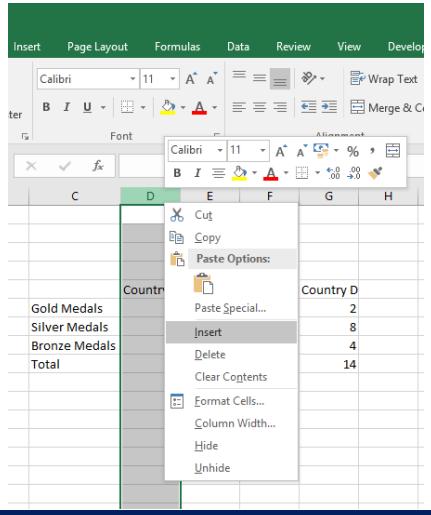
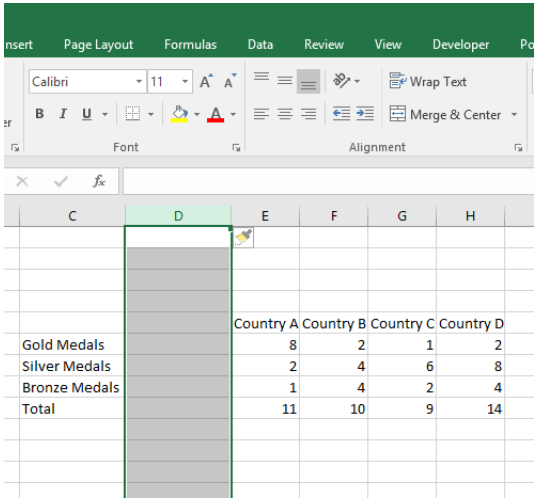
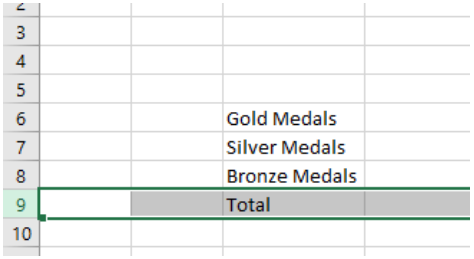


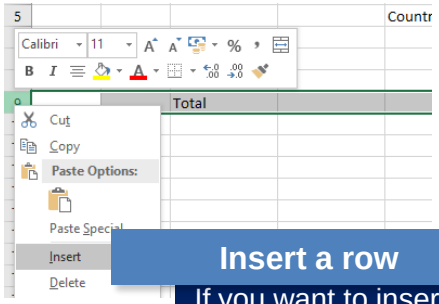


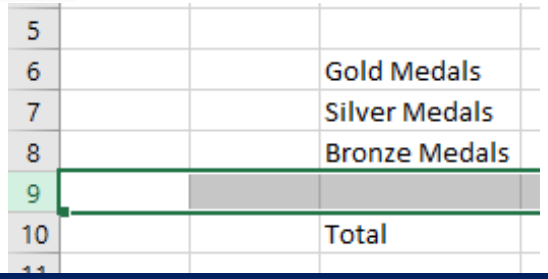


Insert a column

If you want to insert an empty column in a sheet, select the column before which you would like to insert a new column, right-click with the mouse and choose “Insert”, or just use “Ctrl ,Shift and +”.







Insert a row

If you want to insert an empty row in a sheet, select the row before which you would like to insert a new row, right-click with the mouse and choose “Insert”, or just use “Ctrl ,Shift and +”.

Deleting a row/column

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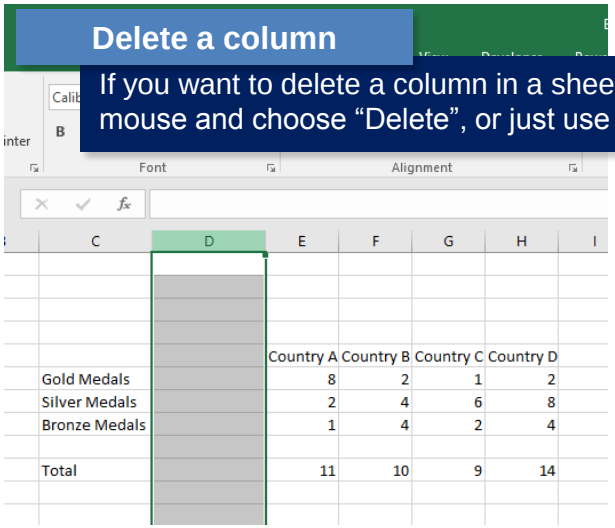
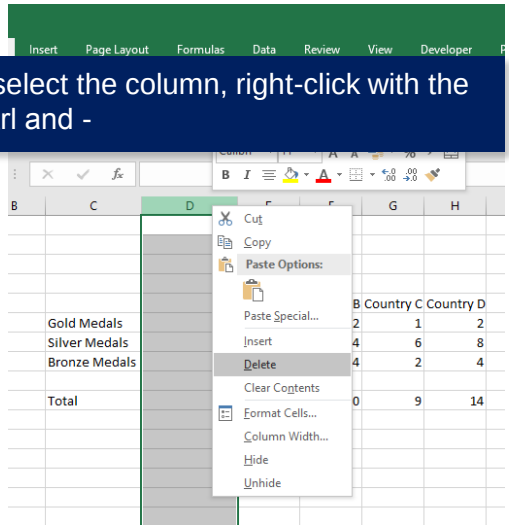
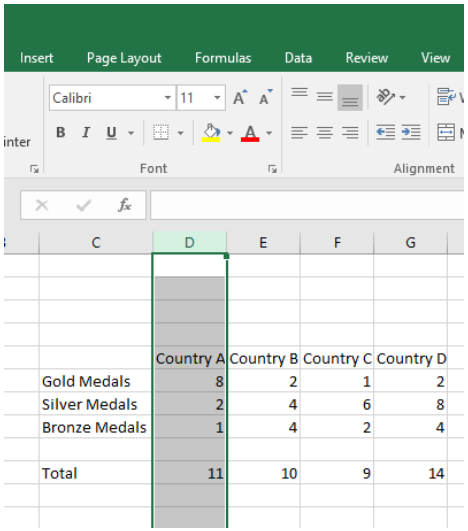
Delete a column

If you want to delete a column in a sheet, select the column, right-click with the mouse and choose “Delete”, or just use Ctrl and -

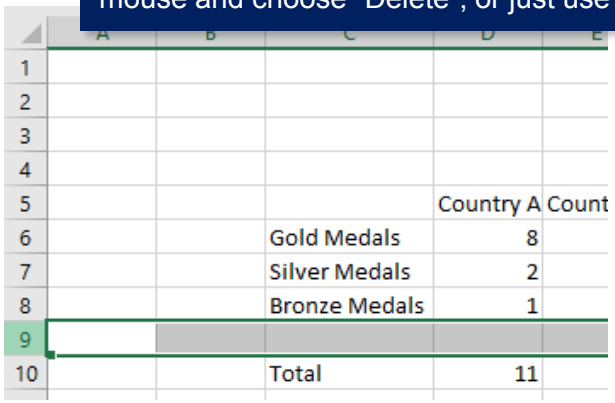


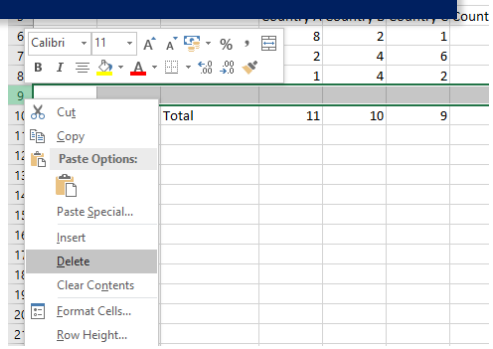


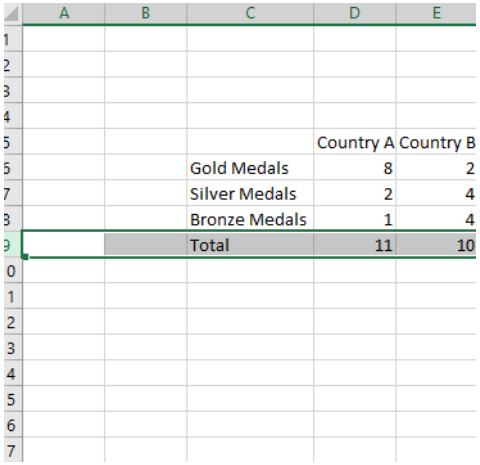


Delete a row

If you want to delete a row in a sheet, select the row, right-click with the mouse and choose “Delete”, or just use Ctrl and -







The Ribbon

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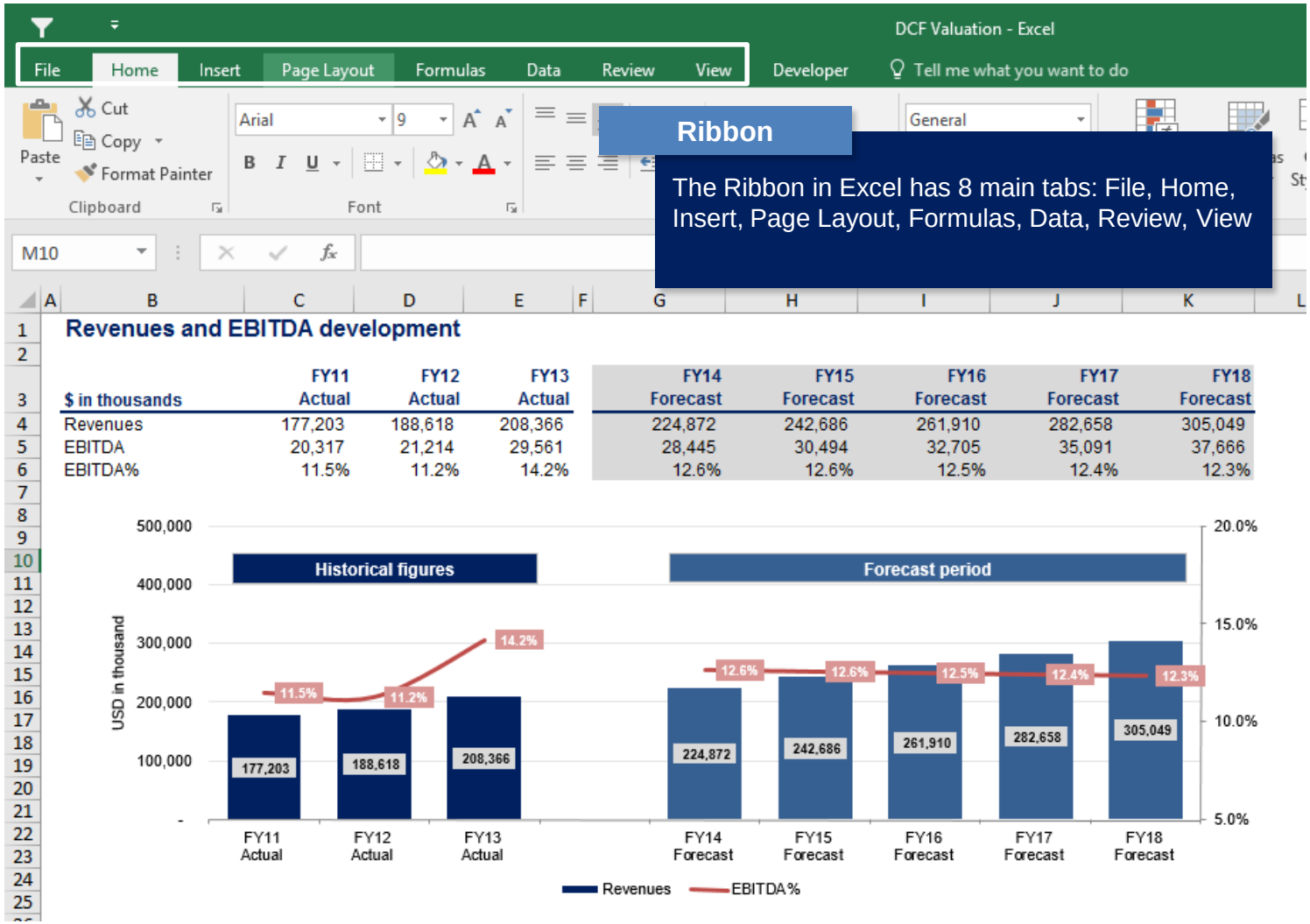

$ in thousands	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Forecast	FY15 Forecast	FY16 Forecast	FY17 Forecast	FY18 Forecast
Revenues	177,203	188,618	208,366	224,872	242,686	261,910	282,658	305,049
EBITDA	20,317	21,214	29,561	28,445	30,494	32,705	35,091	37,666
EBITDA%	11.5%	11.2%	14.2%	12.6%	12.6%	12.5%	12.4%	12.3%

Explore the Ribbon Tabs: Home

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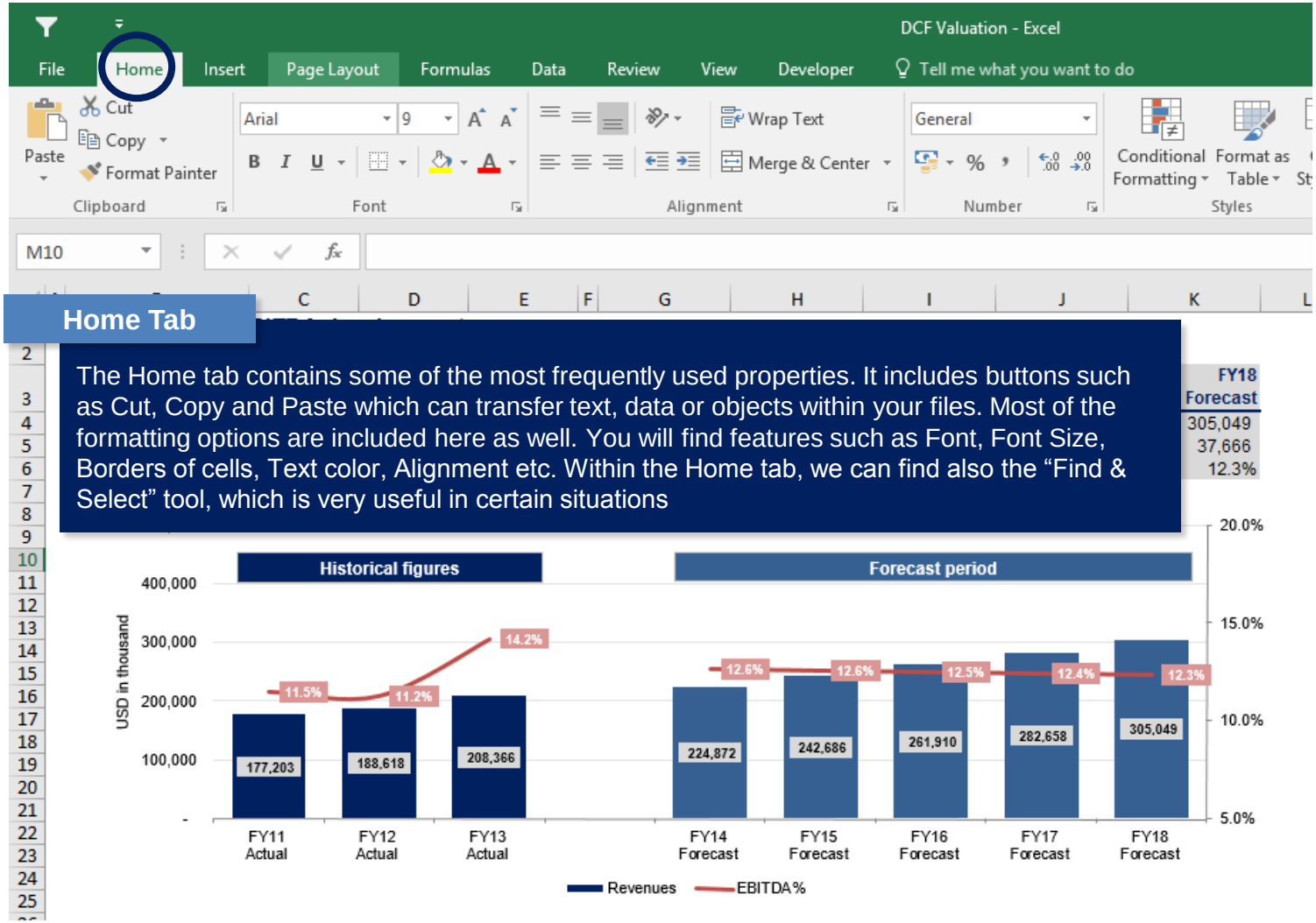
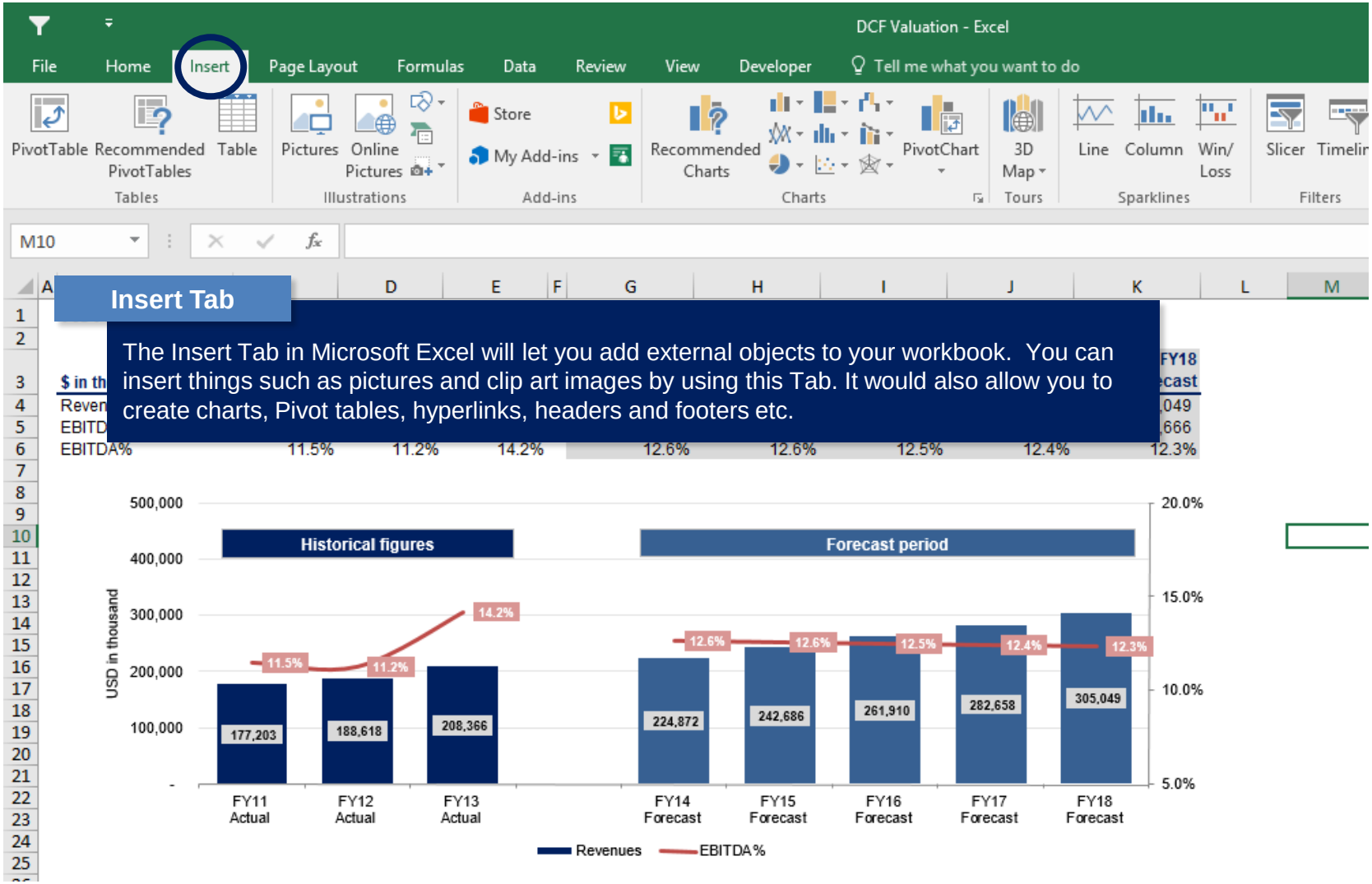


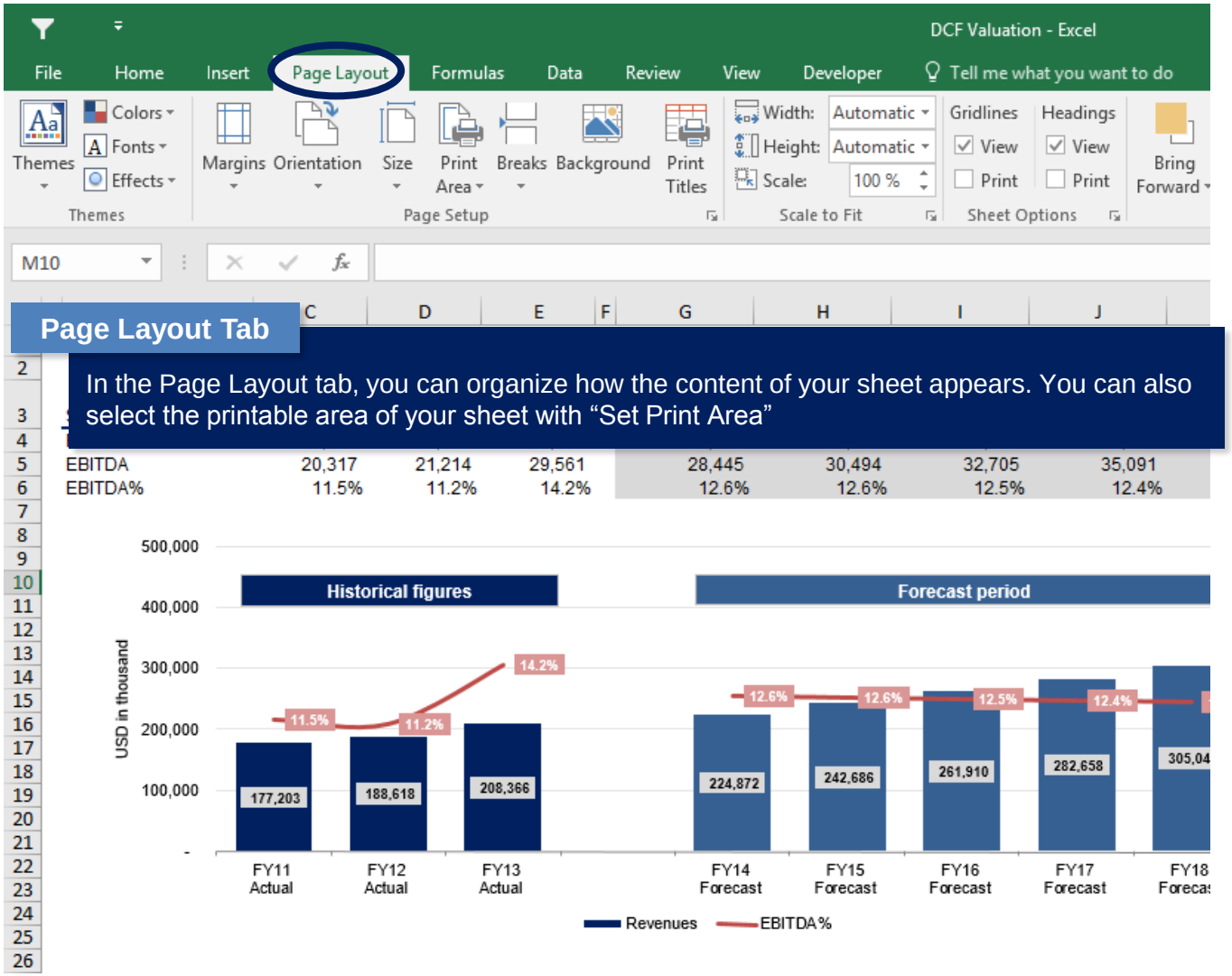
Explore the Ribbon Tabs: Insert

365 Careers



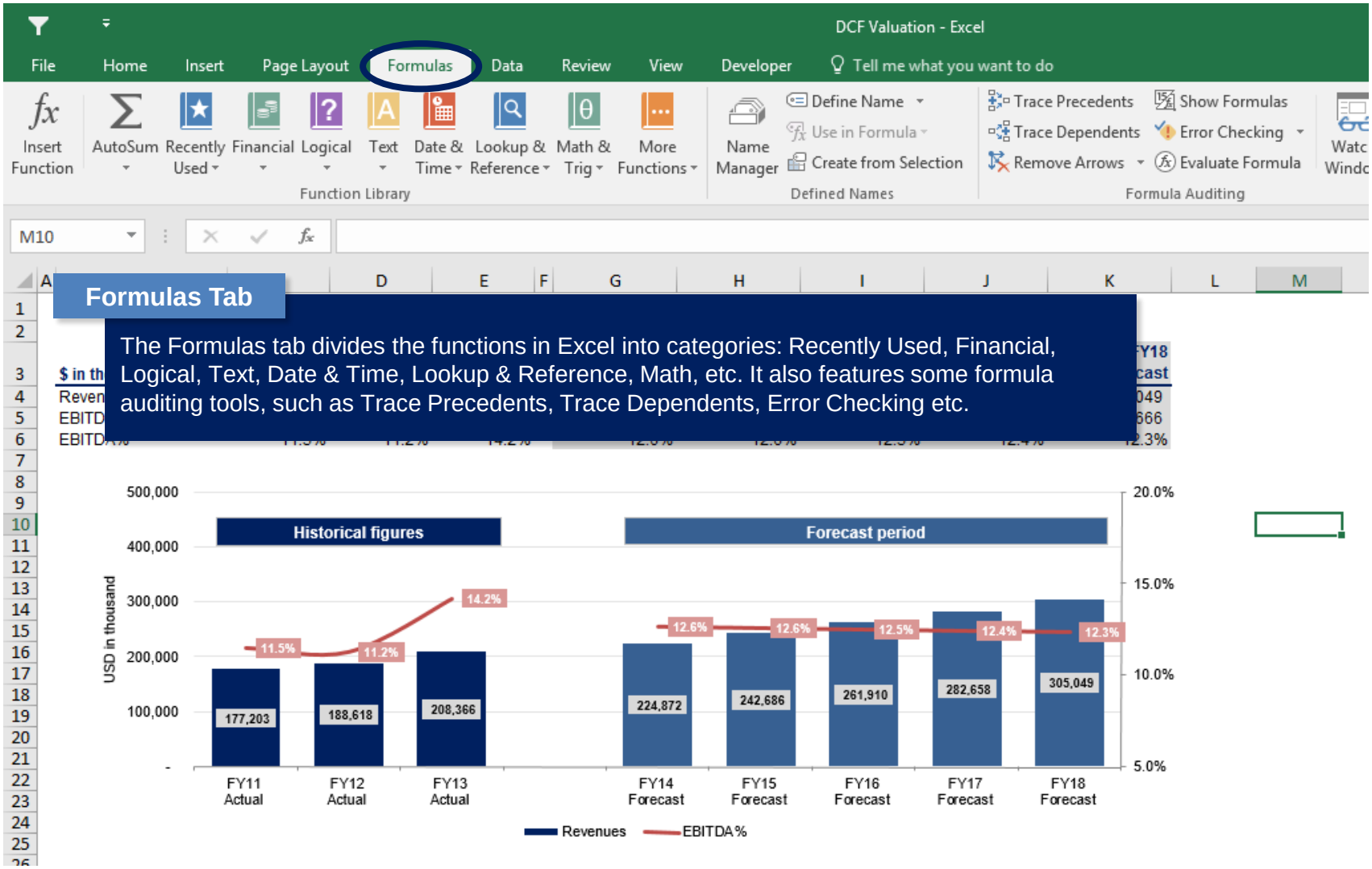
Explore the Ribbon Tabs: Page Layout

365 Careers



Explore the Ribbon Tabs: Formulas

365 Careers



Explore the Ribbon Tabs: Data

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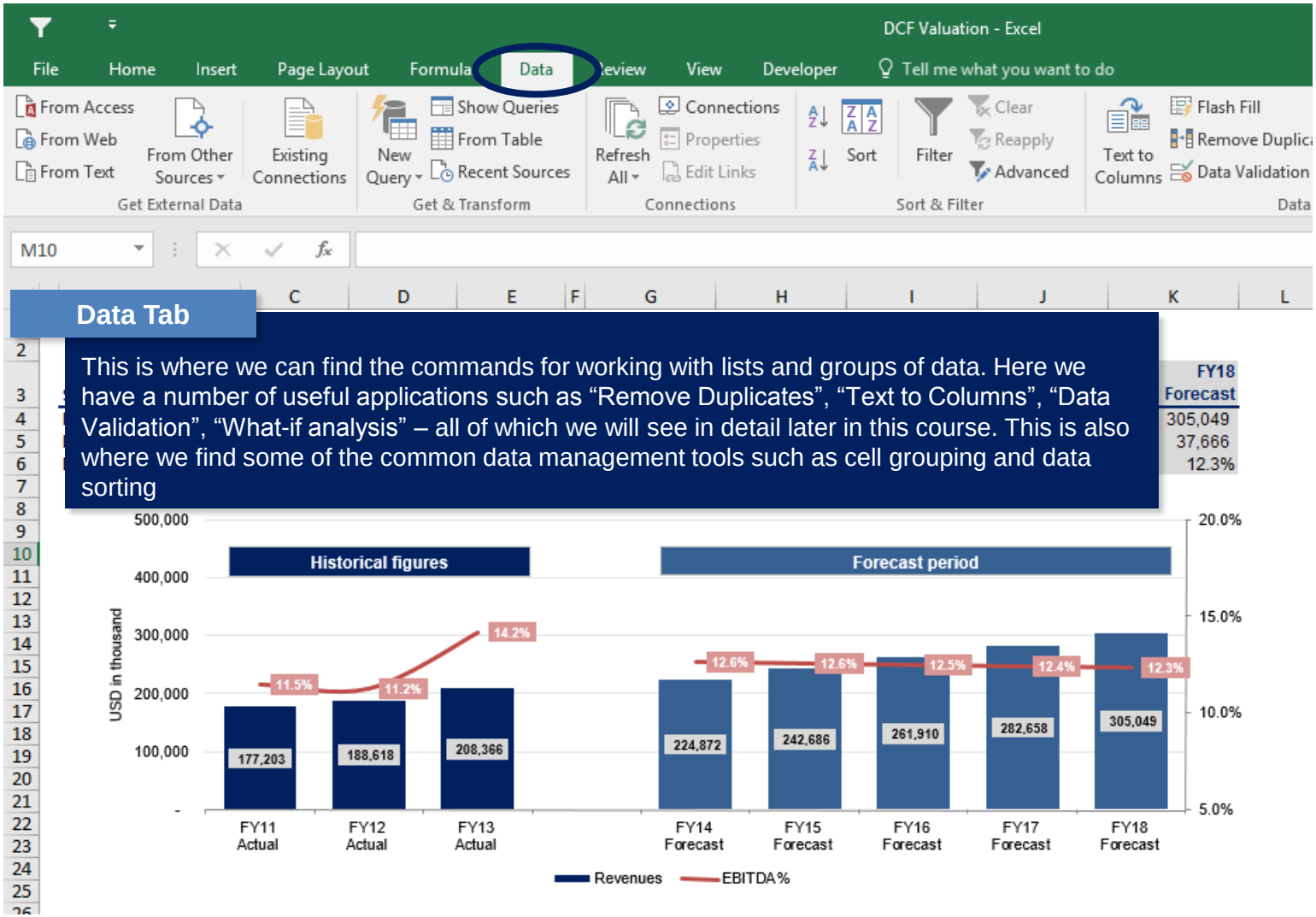

Explore the Ribbon Tabs: Review

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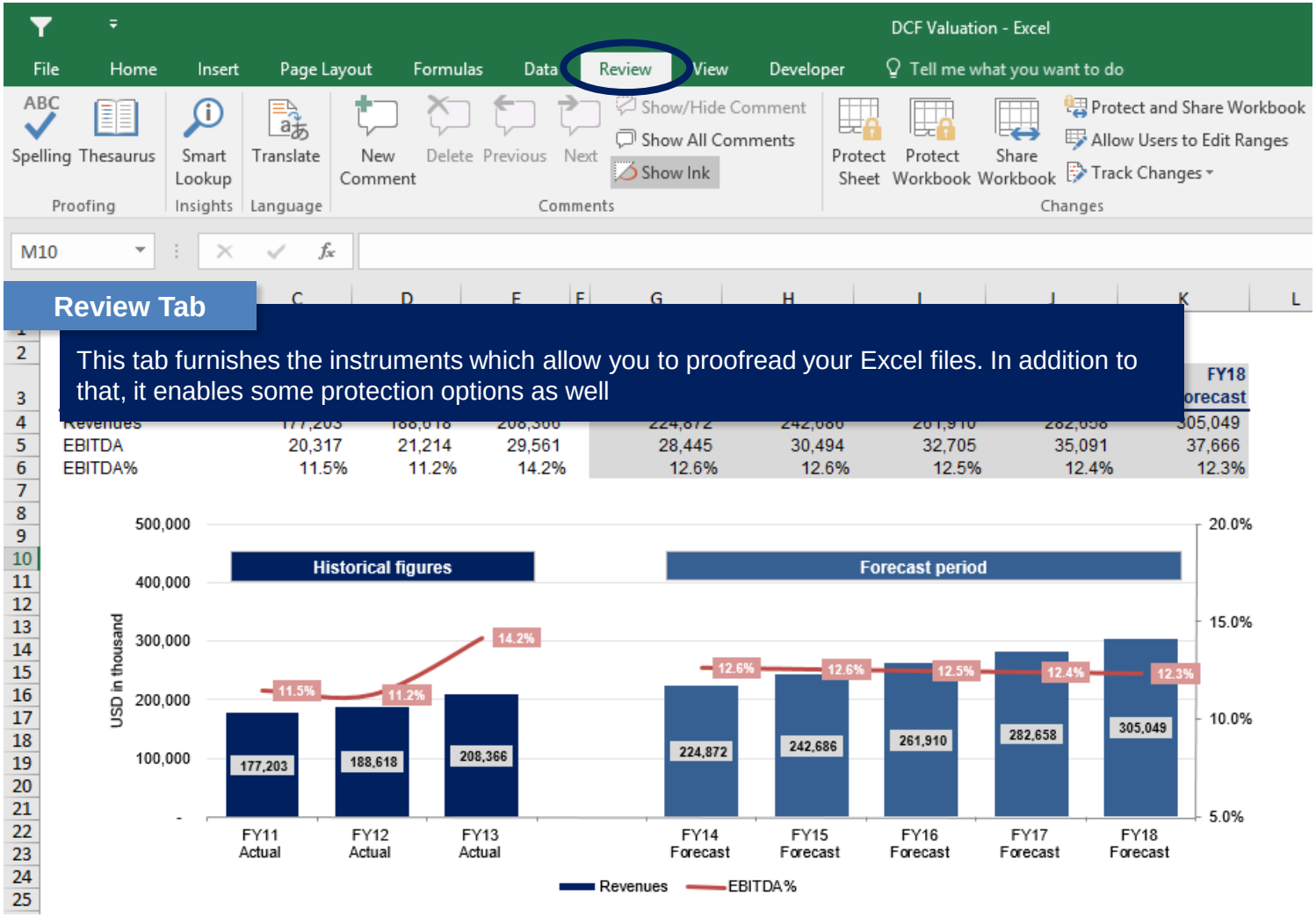

Explore the Ribbon Tabs: View

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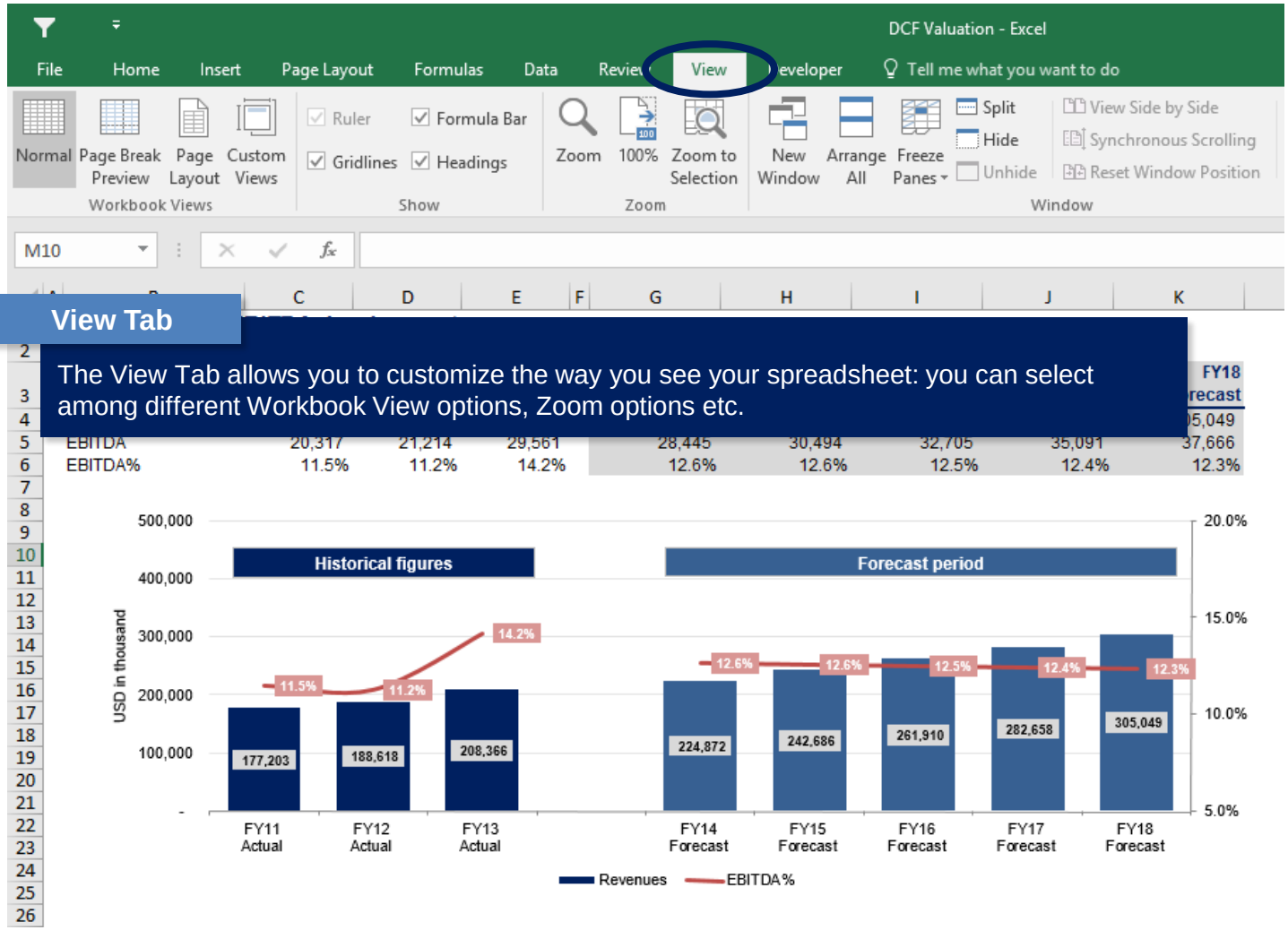

Explore the Ribbon Tabs: Developer

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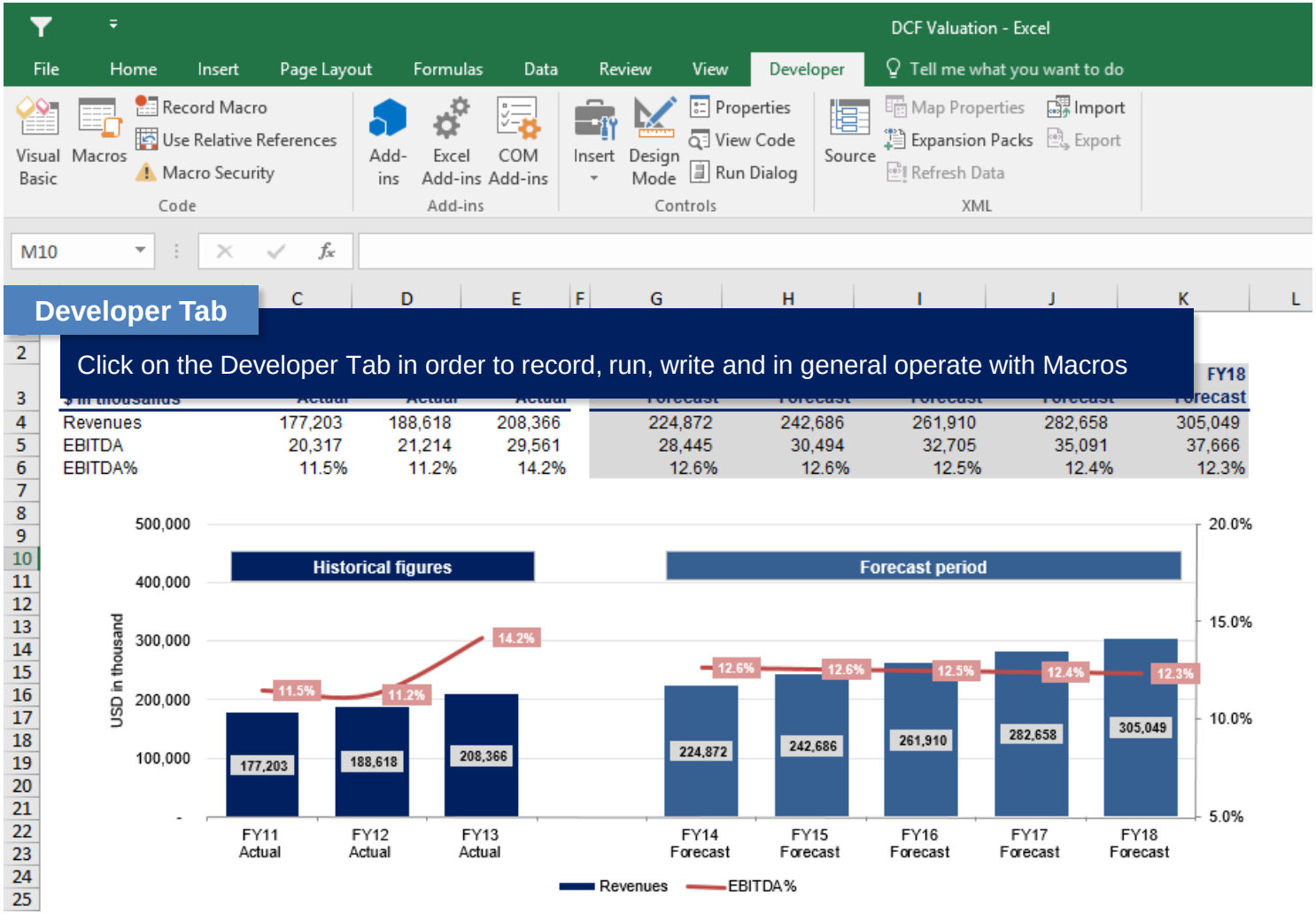

Right-click on a cell

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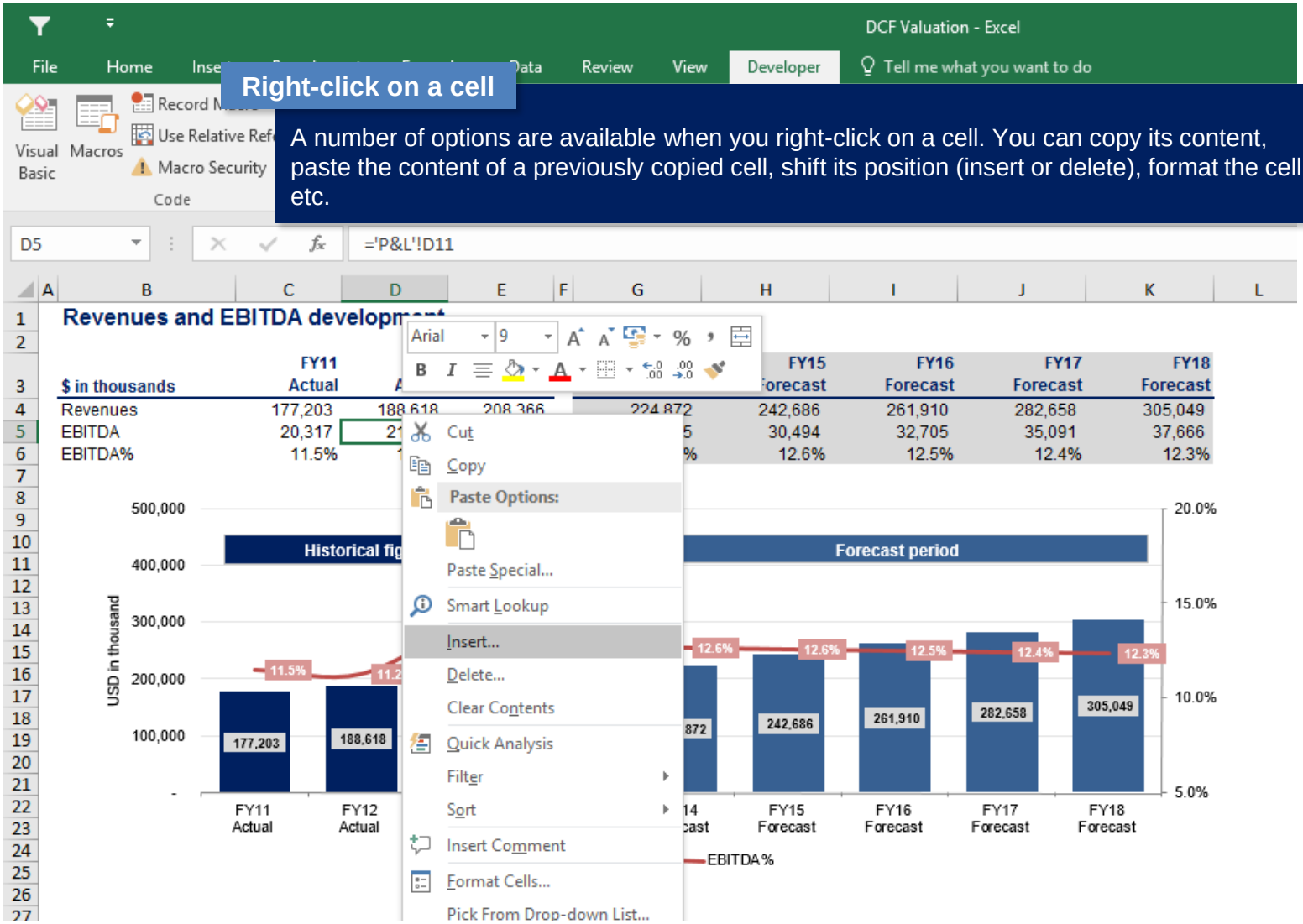

Right-click on a cell

A number of options are available when you right-click on a cell. You can copy its content, paste the content of a previously copied cell, shift its position (insert or delete), format the cell etc.

Format Cells

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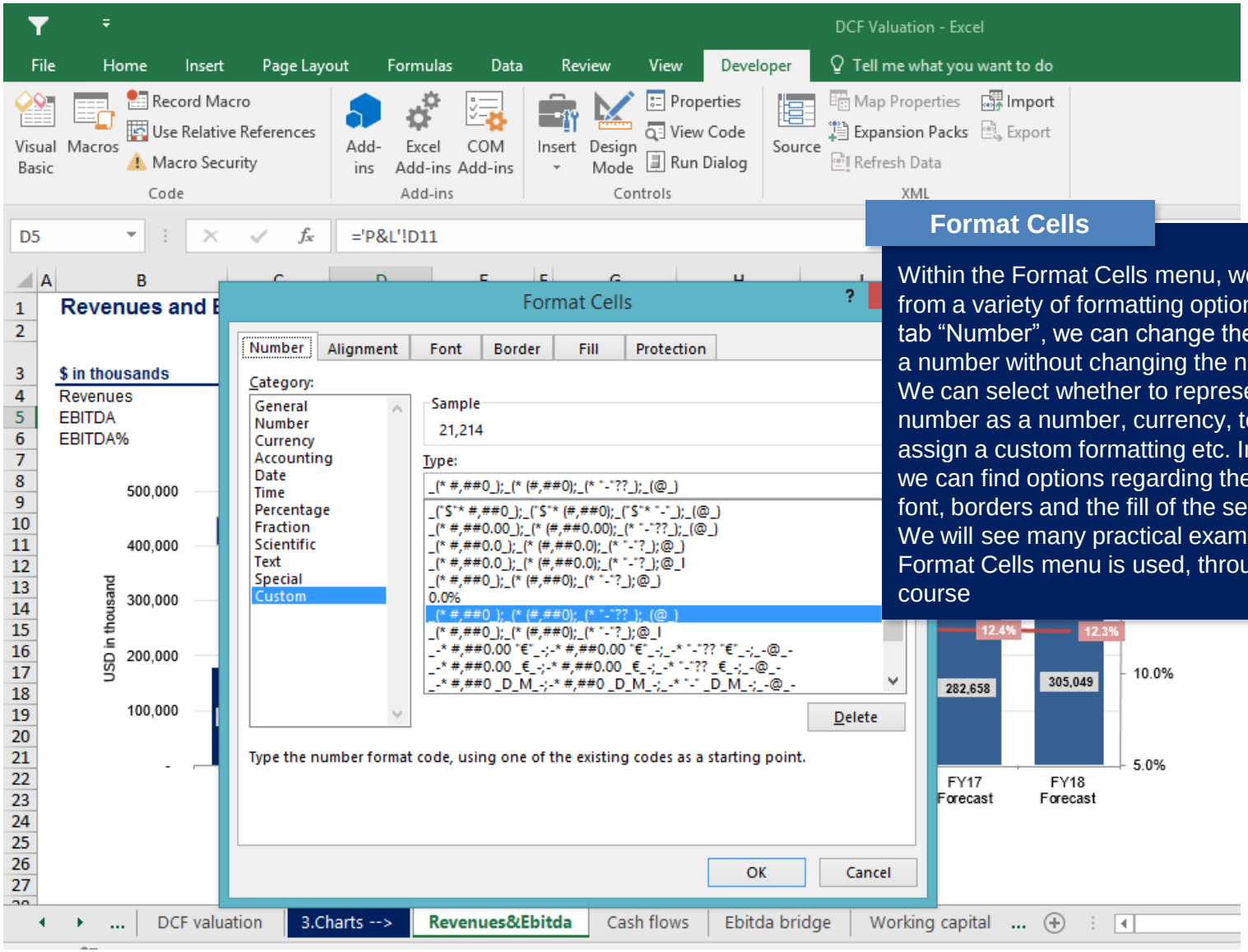

Format Cells

Within the Format Cells menu, we can select from a variety of formatting options. In the first tab “Number”, we can change the appearance of a number without changing the number itself. We can select whether to represent a certain number as a number, currency, text, date, assign a custom formatting etc. In the other tabs we can find options regarding the alignment, font, borders and the fill of the selected cell/cells. We will see many practical examples of how the Format Cells menu is used, throughout the course

Repeat the last action (F4)

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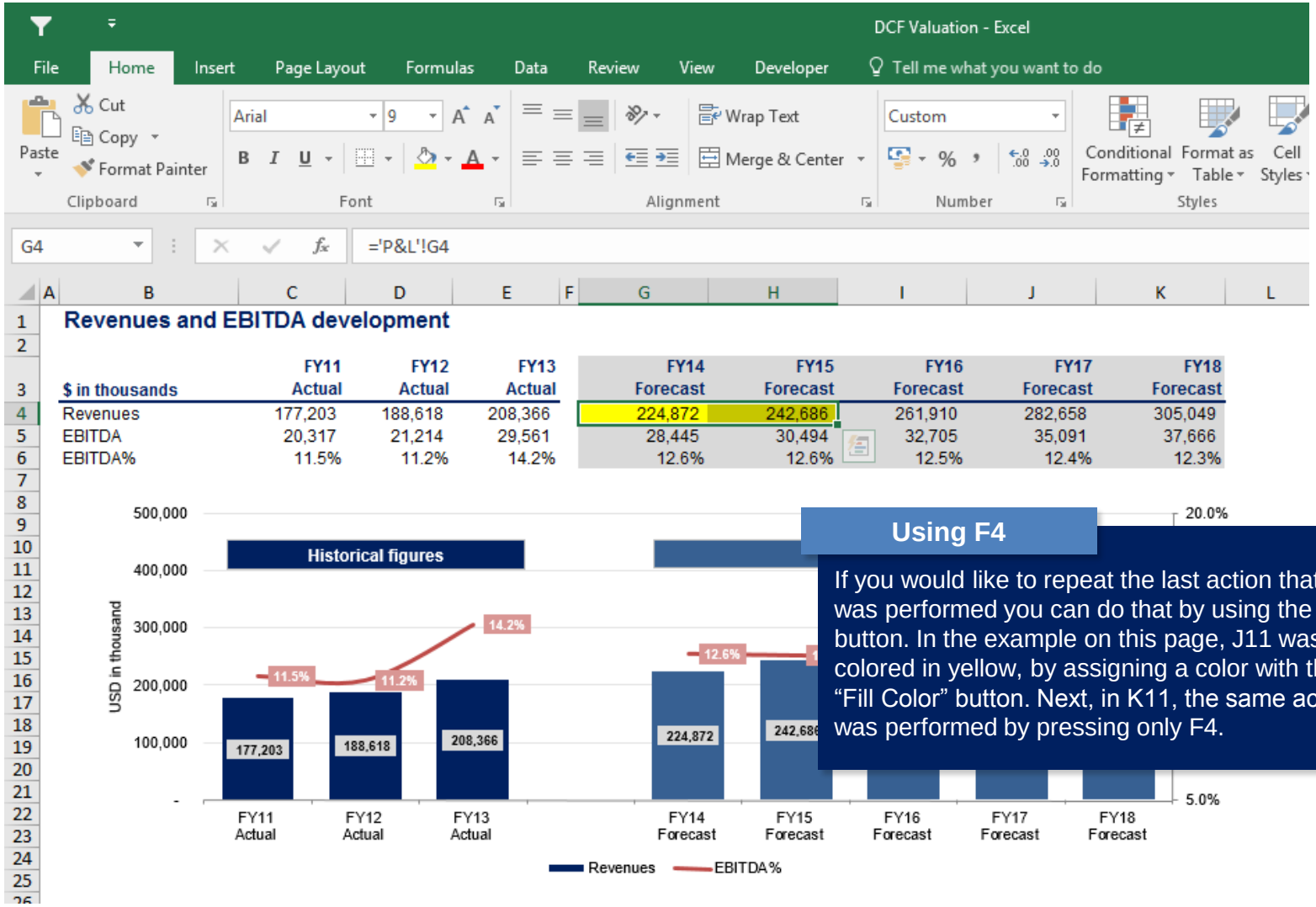

Using F4

If you would like to repeat the last action that was performed you can do that by using the F4 button. In the example on this page, J11 was colored in yellow, by assigning a color with the "Fill Color" button. Next, in K11, the same action was performed by pressing only F4.

Editing a cell's content

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Working capital

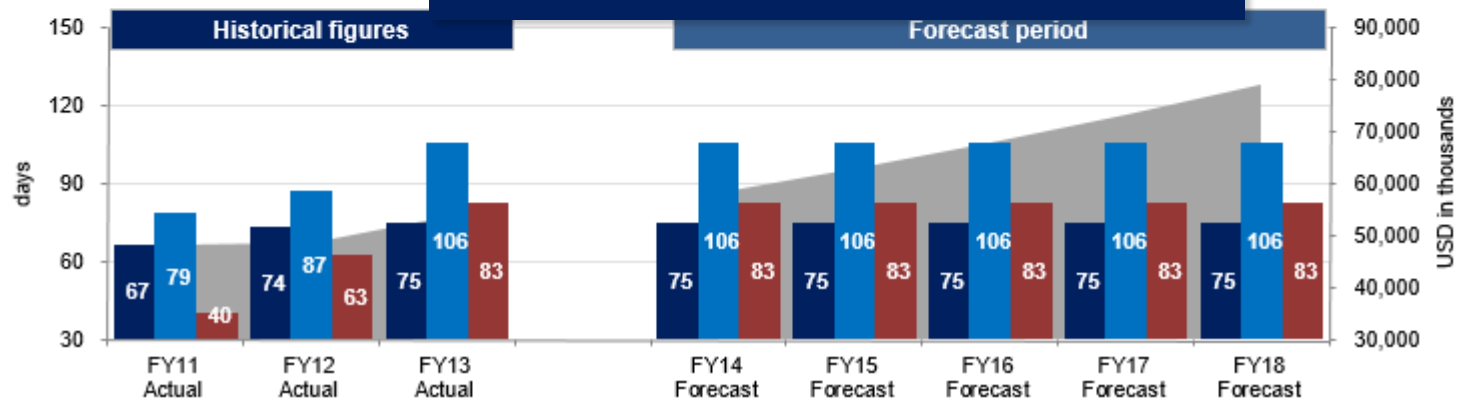
$ in thousands	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Forecast	FY15 Forecast	FY16 Forecast	FY17 Forecast	FY18 Forecast
Inventory	31,167	36,397	46,212	51,457	55,533	59,932	64,679	69,803
Trade receivables	32,884	38,556	43,582	47,034	50,760	54,781	59,120	63,804
Trade payable	15,891	26,352	36,190	40,297	43,489	46,934	50,652	54,664
Working capital	**48,160**	**48,601**	=E4+E5-E6	**58,194**	**62,804**	**67,779**	**73,148**	**78,943**

DSO	67				75	75	75	75
DIO	79							106
DPO	40							83

Editing with *F2*

You can edit the content of a cell by selecting it and then clicking *F2*. Performing such an action would allow you to start typing directly in the Formula Bar

FY11-FY18: Working capital develo



Creating an Excel formula

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Working capital

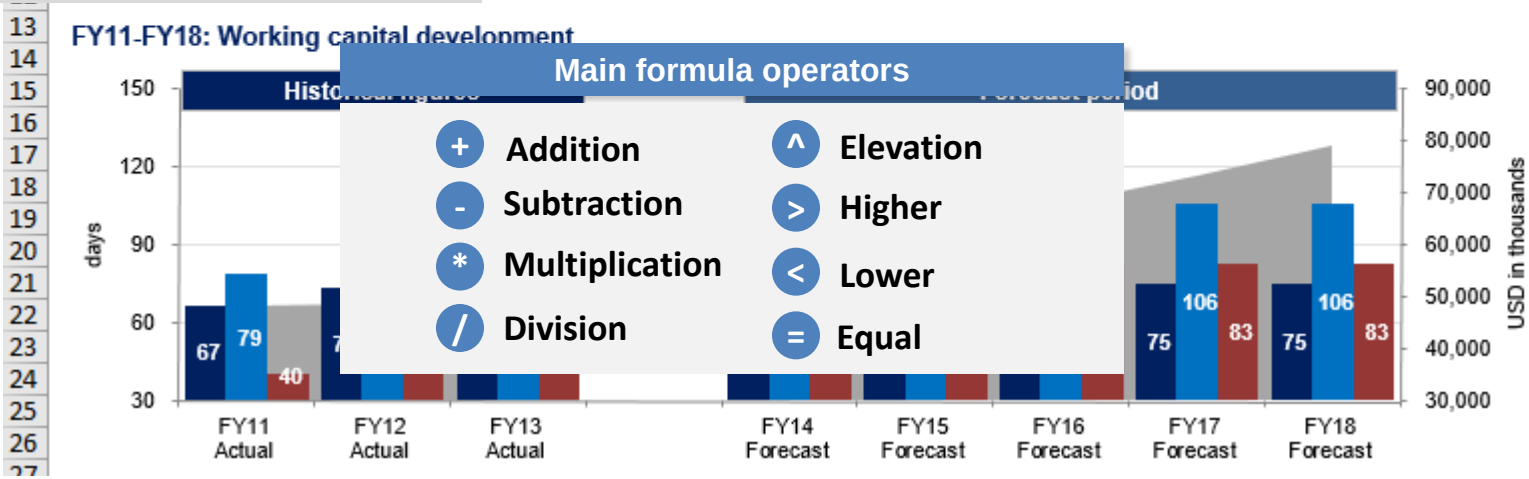
$ in thousands	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Forecast	FY15 Forecast	FY16 Forecast	FY17 Forecast	FY18 Forecast
Inventory	31,167	36,397	46,212	51,457	55,533	59,932	64,679	69,803
Trade receivables	32,884	38,556	43,582	47,034	50,760	54,781	59,120	63,804
Trade payable	15,891				43,489	46,934	50,652	54,664
Working capital	**48,160**						**73,148**	**78,943**

	75	75
	106	106
	83	83

Type equal ("="), select the cells for which you would like to carry out the operations, and introduce the necessary operators (in this example "+")

Create an Excel formula

Type "=" or "+" at the beginning of your formula. By doing this, Excel understands that you would like to create a formula and not just type text



Main formula operators

- + Addition
- - Subtraction
- * Multiplication
- / Division
- ^ Elevation
- > Higher
- < Lower
- = Equal

Copying of cells

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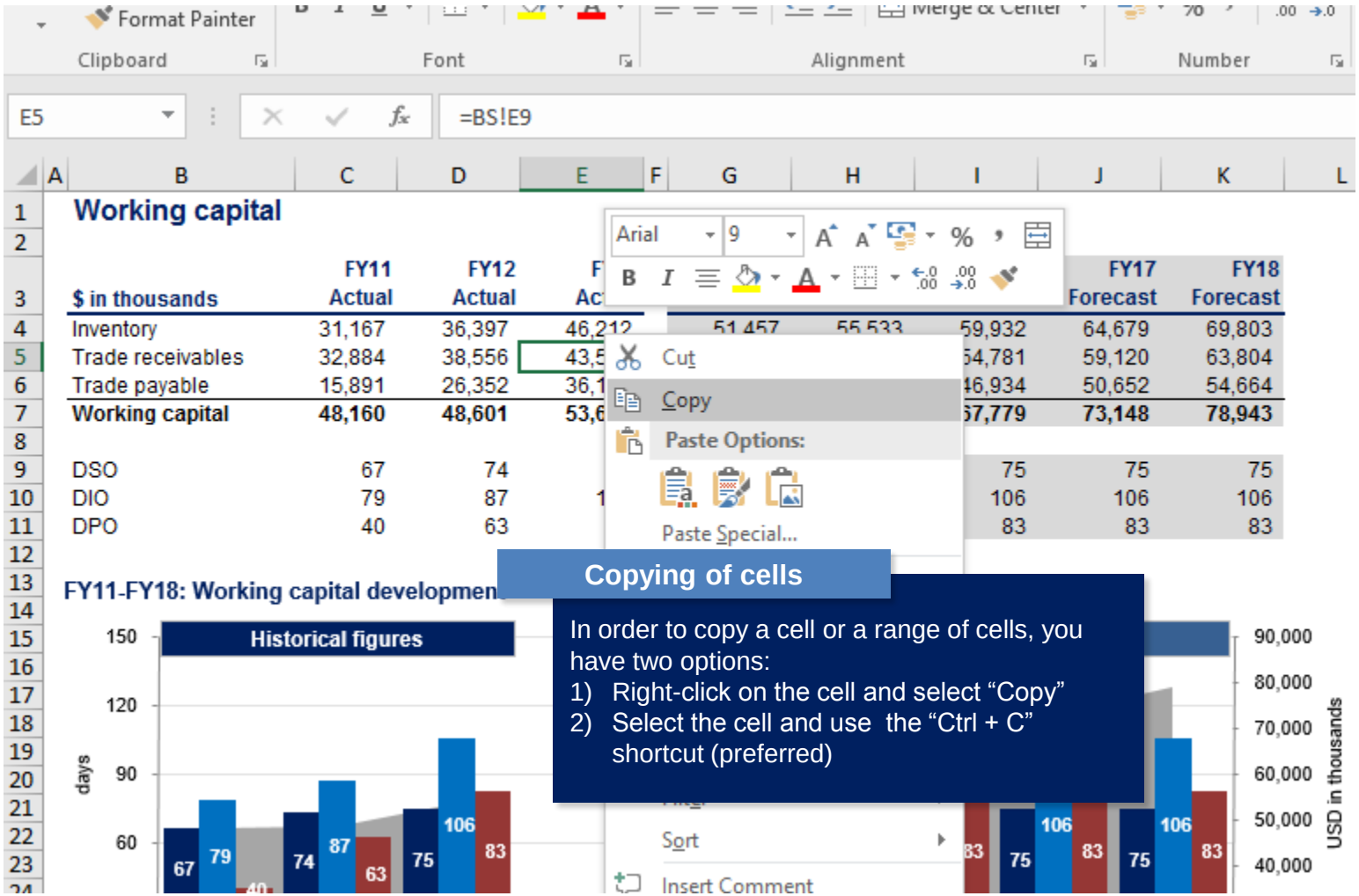

Copying of cells

In order to copy a cell or a range of cells, you have two options:

1) Right-click on the cell and select “Copy”
2) Select the cell and use the “Ctrl + C” shortcut (preferred)

Paste

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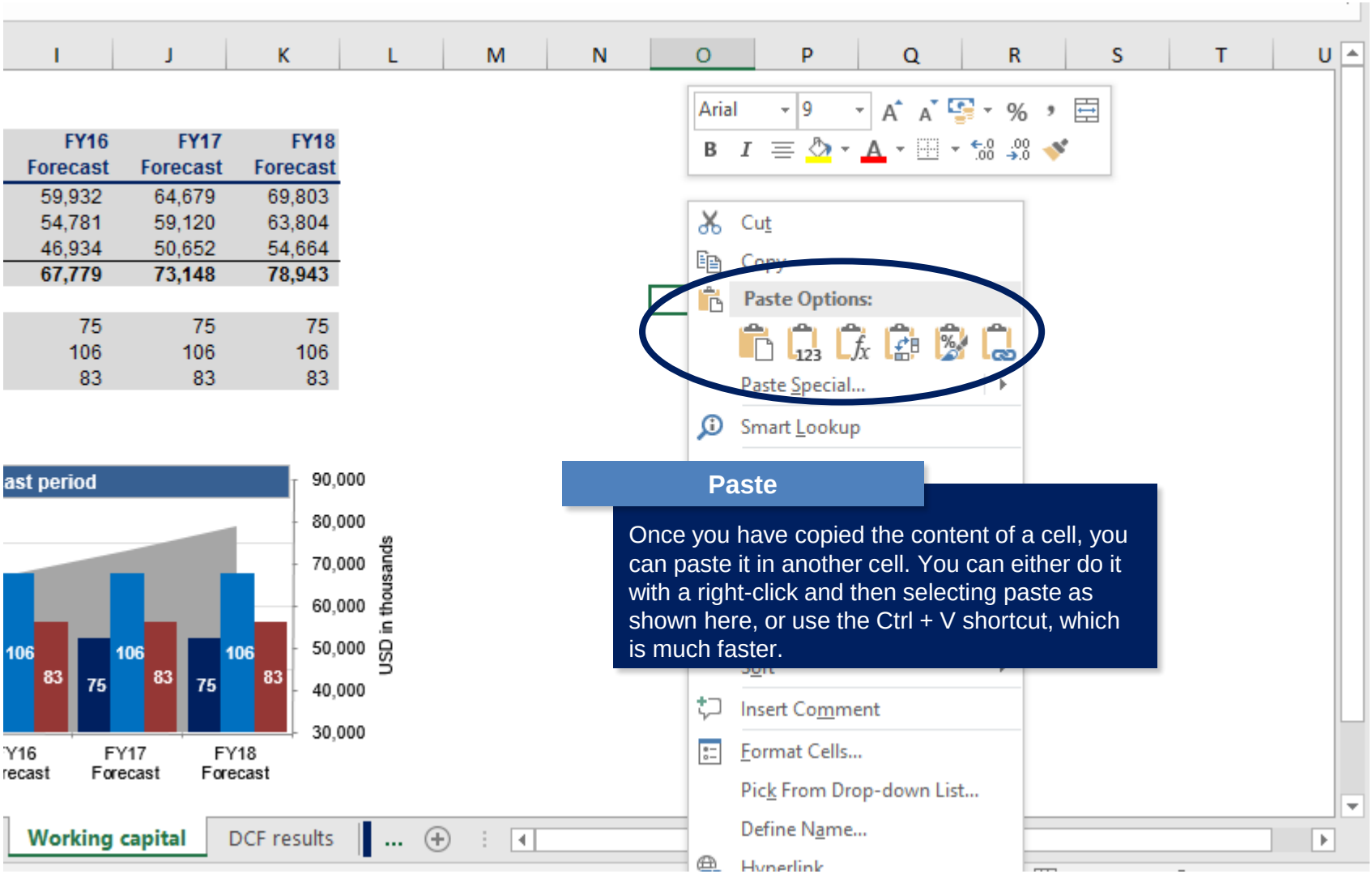

Paste

Once you have copied the content of a cell, you can paste it in another cell. You can either do it with a right-click and then selecting paste as shown here, or use the Ctrl + V shortcut, which is much faster.

Paste Special

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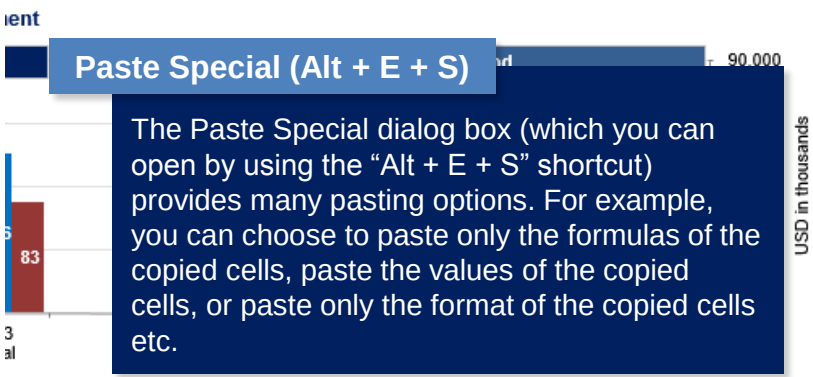
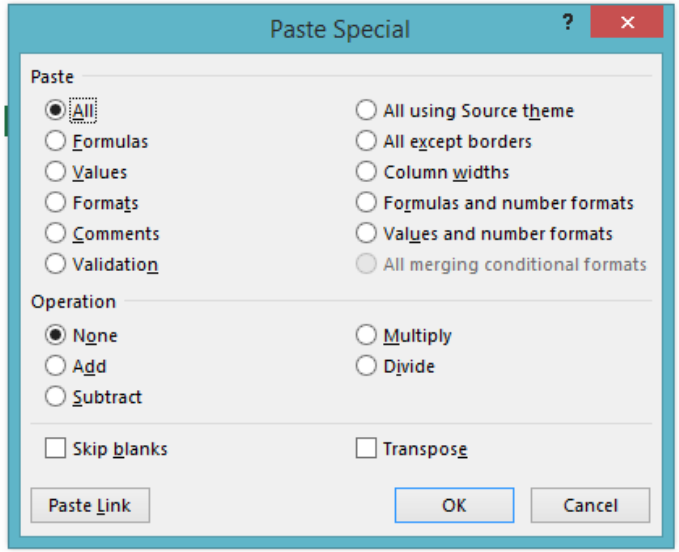
FY12 Actual	FY13 Actual	FY14 Forecast	FY15 Forecast	FY16 Forecast	FY17 Forecast	FY18 Forecast
,397	46,212	51,457	55,533	59,932	64,679	69,803
,556	43,582	47,034	50,760	54,781	59,120	63,804
,352	36,190	40,297	43,489	46,934	50,652	54,664
,601	**53,604**	**58,194**	**62,804**	**67,779**	**73,148**	**78,943**
74	75	75	75	75	75	75
87	106	106	106	106	106	106
63	83	83	83	83	83	83



Paste Special (Alt + E + S)

The Paste Special dialog box (which you can open by using the “Alt + E + S” shortcut) provides many pasting options. For example, you can choose to paste only the formulas of the copied cells, paste the values of the copied cells, or paste only the format of the copied cells etc.



Cut

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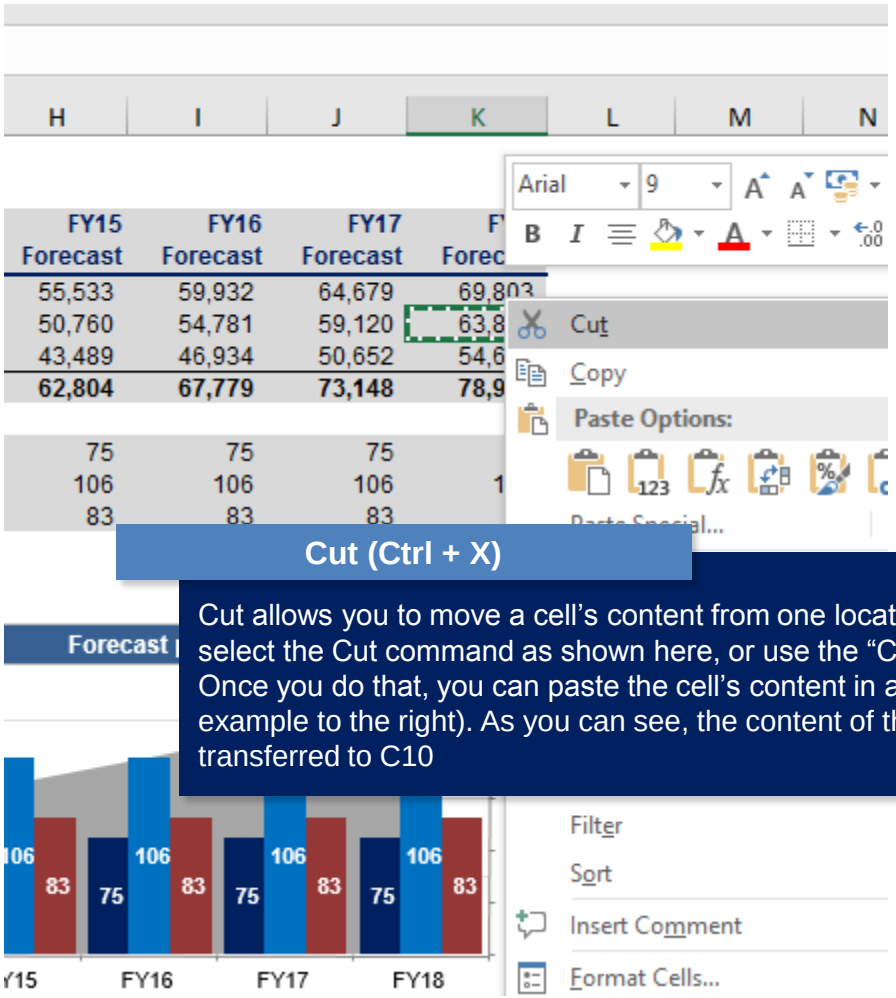

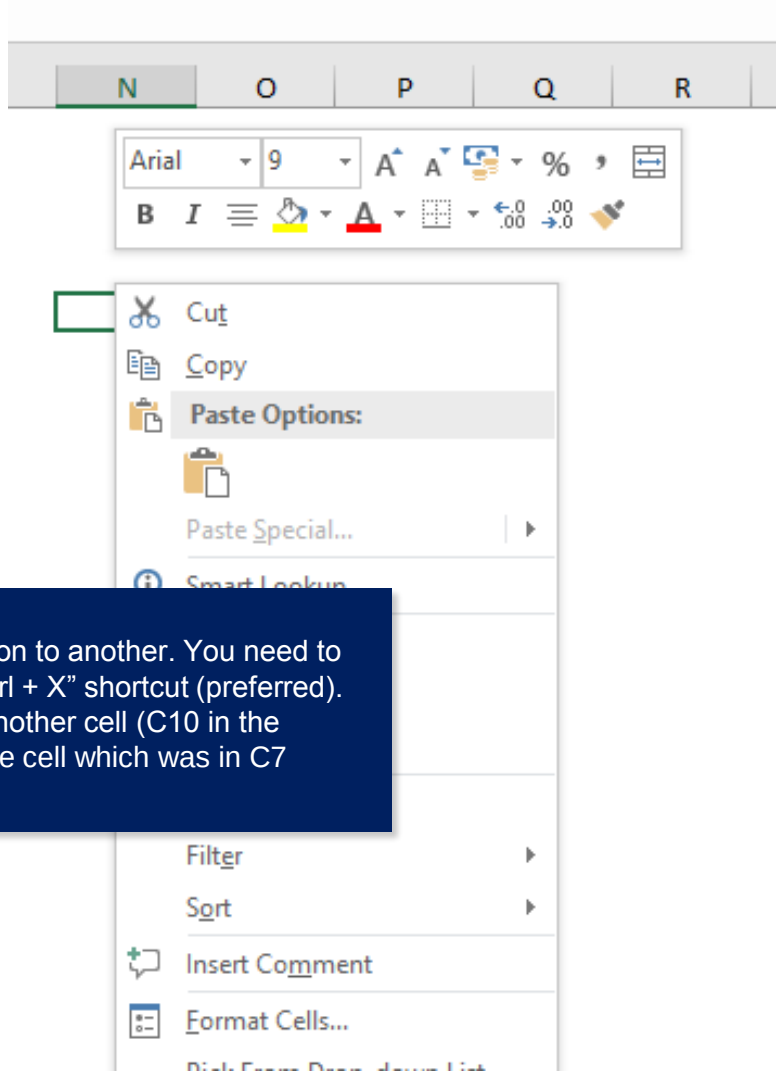

Cut (Ctrl + X)

Cut allows you to move a cell's content from one location to another. You need to select the Cut command as shown here, or use the "Ctrl + X" shortcut (preferred). Once you do that, you can paste the cell's content in another cell (C10 in the example to the right). As you can see, the content of the cell which was in C7 transferred to C10

Undo & Redo

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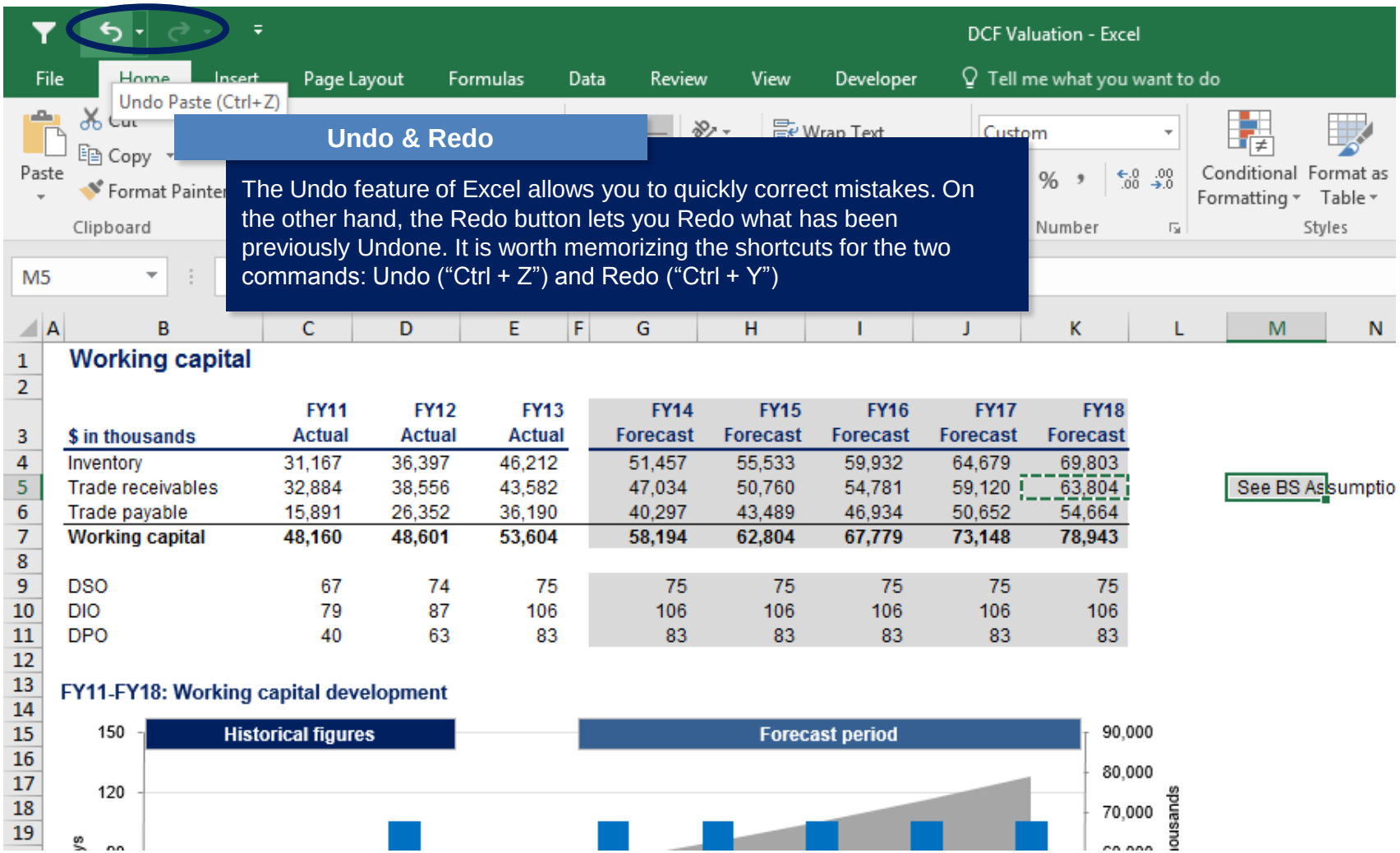

Undo & Redo

The Undo feature of Excel allows you to quickly correct mistakes. On the other hand, the Redo button lets you Redo what has been previously Undone. It is worth memorizing the shortcuts for the two commands: Undo (“Ctrl + Z”) and Redo (“Ctrl + Y”)

Select an area of cells

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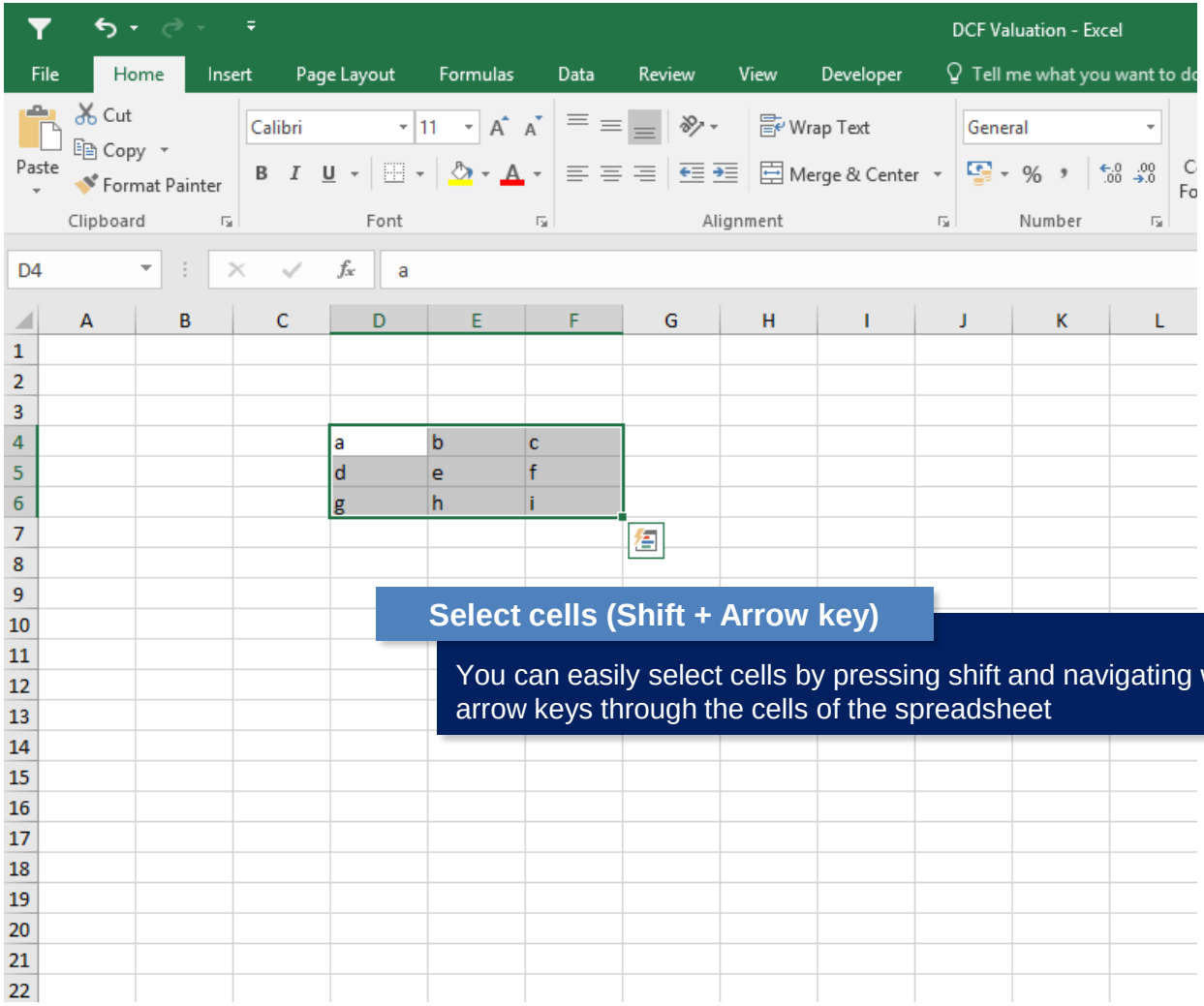

Select cells (Shift + Arrow key)

You can easily select cells by pressing shift and navigating with the arrow keys through the cells of the spreadsheet